



CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING

Monday, October 21, 2019 / 5:00 p.m.

Administrative Offices / 2121 Snow Road, Parma

cuyahogalibrary.org

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
21 October 2019
ADMINISTRATIVE BUILDING AUDITORIUM
5:00 p.m.**

| TOPIC | TAB# | PAGE# | MOTION |
|--|-------------|----------------------------------|--|
| 1. Call to Order: Patricia Shlonsky, President | | | ROLL-CALL |
| 2. Approval of Minutes: September 24, 2019 Board Meeting | 1 | 1-7 | ACTION |
| 3. Approval of Minutes: October 7, 2019 Special Board Meeting – Work Session | 1 | 8-17 | ACTION |
| 4. Public Comment | | | INFORMATION |
| 5. Report of the Board President | | | INFORMATION |
| 6. Report of the Executive Director | 2 | 18-28 | INFORMATION |
| 7. Human Resources Report | 3 | 29-34 | ACTION |
| 8. Finance Committee Report: • Financial Statement Review – Fiscal 2019 – September • Investments: Fiscal 2019 – September • Purchase Approval List • Gift Report | 4 | 35-36 37-41 42 43 44 | INFORMATION ROLL-CALL ACTION |
| 9. New Business • Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations • Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 0.50 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time • Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 0.70 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time • Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 1.0 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time • Resolution Requesting the Council of The County of Cuyahoga, Ohio to Submit to the Electors of the Library District of the Cuyahoga County Public Library the Question of an Additional Tax of __MILL for the Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time | 5 | 45 | ROLL-CALL ROLL-CALL ROLL-CALL ROLL-CALL |
| 10. Adjourn | | | ACTION |

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
24 September 2019**

The September 24, 2019 meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of six (6) Board members present, President Shlonsky called the meeting to order at 5:00 p.m.

Roll-Call: **Present:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley – **6**.

Absent: William J. Leonard – **1**.

Also present: Executive Director Tracy Strobel; Operations Director and Fiscal Officer Scott Morgan; Communications and External Relations Director Hallie Rich; Acting Human Resources Director Larry Miller; Facilities Director Jeff Mori; Assistant Marketing & Communications Director Rob Rua; Development Director Bridget Hawes; Literacy and Learning Division Director Pamela Jankowski; Branch Services Director - East Enda Bracken; Branch Services Director – West Caroline Vicchiarelli; Technical Services Director Daniel Barden; IT Director Jim Haprian; Union Representatives, and other interested observers.

- **Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations**

President Shlonsky mentioned this resolution is first on the agenda as Trustee DePiero cannot stay for the entire Board of Trustees meeting and we need a super majority for this resolution to pass.

Director Morgan stated we are requesting amendment to both estimated resources and appropriations. These are all related to the special revenue funds. Three of these are adjustments to the amounts we previously brought to the Board as estimates to get them appropriated to start spending money out of those accounts. We have adjusted those to the actual amounts. We are asking for an additional \$45,972.00 for Adult Education Services (AES). The Homework Centers we are asking for a decrease of \$4,203.00 and Special School Programming we are asking for a decrease of \$39,423.65.

Director Morgan stated the TCF Fellow is being funded by The Cleveland Foundation for \$50,000.00 for one year. We have a new program Poetry Out Loud we are doing in conjunction with the Ohio Arts Council for \$5,000.00

01-09/2019

Trustee Blakemore moved approval, seconded by Trustee DePiero. Seeing no additional discussion, the Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations was approved by unanimous vote of the Board members present. (**See page 278**)

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – **6**.

Nea: – **0**.

President Shlonsky appointed Trustee Varley as acting Secretary for the meeting.

Approval of Minutes:

President Shlonsky asked for a motion to approve the minutes of the July 23, 2019 Board meeting that were sent to the Board members in advance of this meeting.

02-09/2019

Trustee Blakemore moved to approve the minutes, seconded by Trustee Spangler. Seeing no corrections, omissions or additions, the minutes of the July 23, 2019 Board Meeting were approved by unanimous vote of the Board members present.

Trustee DePiero left the Board of Trustee's meeting at 5:12 P.M.

Retiree Recognition:

President Shlonsky recognized and thanked Vicki Adams-Cook, Deborah Archibald and Cynthia Frederick for their many years of service to Cuyahoga County Public Library (CCPL) and wished them the best on their retirement. Vicki Adams-Cook and Deborah Archibald was not present at the meeting. **(See pages 279-281)**

Stacey Boycik, Branch Manager, CCPL Parma-Snow Branch, read the resolution for Cynthia Frederick into the record.

Ms. Frederick mentioned she have been grateful and thankful for this job it has served her and her family well. Working at CCPL Parma-Snow Branch is where her heart is, and we need to be proud for what we have. This have been a great job. She commented she will always support the library as a volunteer.

Public Comment:

There was no public comment.

Report of the Board President:

President Shlonsky welcomed Tracy Strobel our new Executive Director, it's great to have you and we are very excited and looking for a good long tenure with you. President Shlonsky mentioned we had a wonderful retirement celebration in honor of Former Executive Director Feldman. She thanked the entire Development team and the Media Services team for an amazing event and fundraiser and for doing an amazing job.

Report of the Executive Director:

Executive Director Strobel thanked CCPL Board of Trustees for putting their trust and confidence in her and she look forward to serving CCPL for many years and through that serving the public with the best library services in the nation.

Executive Director Strobel mentioned for the Cleveland Chapter we will be awarded the 2019 "Client Award" from the American Institute of Architects (AIA) at their annual AIA Cleveland Design Awards ceremony on November 1. This award identifies clients who consistently support Cleveland architects and architecture. We are very honored to receive the "Client Award". We are receiving it because of our dedication to hiring local architects and construction firms in the Northeast Ohio region.

Executive Director Strobel mentioned Trustee Shlonsky received an award and was inducted to the American College of Employee Benefit Council, it's a great honor. We are very proud to have you as our Board President.

Executive Director Strobel asked Caroline Vicchiarelli, Branch Services Director-West and Enda Bracken, Branch Services Director-East, to introduce three new Branch Managers. They are coming to our team from different experiences and we are excited and proud to have them on board.

Caroline Vicchiarelli, Branch Services Director – West, introduced Shayna Muckerheide, CCPL Brook Park Branch Manager. Ms. Muckerheide comes to us from the Cleveland Public Library (CPL) where she worked as a Branch Manager and more recently the Adult Outreach and Programming Coordinator. She also worked at the Belden Public Library and the Arizona State Library. Welcome Shayna Muckerheide to CCPL.

Enda Bracken, Branch Services Director- East, introduced Darlene Davis, CCPL Southeast Branch Manager. Ms. Davis previously worked at CPL and she have been with CCPL for eleven years. She has worked at the Warrensville Heights, Maple Heights, Beachwood and Southeast Branches in positions ranging from Branch Services Assistant to Teen Librarian, to Branch Services Librarian Supervisor. Ms. Davis is looking forward to strengthening the branch and the key roles in the community that it serves. Congratulations Darlene Davis.

Enda Bracken, Branch Services Director – East, introduced Anthony Furino, he became CCPL Orange Branch Manager at the end of March 2019. Mr. Furino started his career at CCPL as a Page and have progressed his career and became Branch Services Assistant, Teen Librarian and Branch Services Librarian Supervisor. He has worked at many of the branches throughout the system. He has brought his skills and talent to the Orange Branch. Congratulations Anthony Furino.

Director Morgan presented CCPL's budget projection for 2020-2028 based on all the projects and expenses we have for the next ten years.

Executive Director Strobel stated the Library has limited options for increasing the receipts or revenue side. She invited the Board to study those options and contemplate what our options are moving forward and the pros and cons of each of those. She stated our primary option for increasing our revenue is to return to the ballot and we have not gone to the ballot since November 2008, which is great for an agency of our type and size. We are asking the Board to guide us through that process to avoid shortfalls in the future.

Report of the CCPL Foundation

Trustee Blakemore CCPL's Liaison, for the Foundation Board commented, it was a great retirement celebration in honor of Former Executive Director Feldman. It was also a great gala event and a remarkable fundraiser effort. The great partnership with the Foundation Board and the Operating Board raised nearly \$250,000.00. The Foundation Board will be meeting within the next week to review various slate proposals for allocations. Last year we allocated \$120,000.00 for Homework Centers, Staff Development Days and New Baby Kits some of those requests will be forthcoming and we're looking forward to issuing some grants.

Human Resources Report:

Acting Human Resources Director Miller referred the Board to the HR report provided.

03-09/2019

Trustee Blakemore moved approval, seconded by Trustee Varley. Seeing no discussion, the Human Resources Report dated September 24, 2019, was approved as presented by unanimous vote of the Board members present. **(See pages 282-291)**

Finance Committee Report:

Director Morgan stated in general property taxes for the month of August we received our last settlement in the form of advances for the second half. With that settlement we have exceeded our estimate for the year by \$776,746.00. We will see a small amount of money coming in for the remainder of the year. He projected a \$1 million carry over we would have going into 2020, part of that would be made up from the increase in PLF and the balance will be made up of what we received in the additional general property tax revenue. Those two numbers combined would be our carry over into 2020 to start the year.

Director Morgan stated in Public Library Fund (PLF) our August distribution was larger than what we received last year. This is due to increased collections as well as the slight increase in the percentage that libraries received as part of the new biennium budget from the state that began in July. The state has adjusted our number for PLF, and that estimate is over \$377,000.00. We are certain we will receive that amount of money.

Director Morgan stated interest rates are higher than anticipated and the larger increase has brought in additional revenue. Based on some of our recent maturities we are beginning to see some of those increases leveling off.

Director Morgan stated patron fines and fees are exceeding our estimates due to passport fees and photos. Sale of resale supplies are also slightly exceeding our estimates.

Director Morgan stated salaries and budgets are in line for the month of August. We monitor this account very closely.

All other accounts are where we would expect them to be for the month and the year.

Director Morgan stated in the capital project fund we are still waiting on the final budget project numbers for CCPL Bay Village and Richmond Heights Branches.

(See under FINANCE)

Investments - July

Director Morgan stated there was investment activity for the month of July.

04-09/2019

Trustee Blakemore moved approval, seconded by Trustee Varley. Seeing no additional discussion, the Investment Report Fiscal 2019 – July listing all Money Market Funds, Star Ohio Accounts, U.S. Treasury Investments, Certificates of Deposit and Agency Securities was approved as presented by roll-call vote.

(See Under FINANCE)

Roll-Call:

Yea: Edward H. Blakemore; Allyn Davies; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley;

– 5.

Nea: – 0.

Investments – August

Director Morgan stated there was no investment activity for the month of August.

Transfers

Director Morgan stated there was no transfers or advances for the month of August.

(See Under FINANCE)

- **Resolution to Approve Change Order Number One for Northeastern Refrigeration**

Facilities Director Mori stated this is a resolution to approve change order number one for Northeastern Refrigeration. This is a deduct change order for \$10,271.29.

09-09/2019

Trustee Blakemore moved approval, seconded by Trustee Varley. Seeing no additional discussion, the Resolution to Approve Change Order Number One for Northeastern Refrigeration was approved by unanimous vote of the Board members present. **(See pages 296-297)**

- **Resolution to Provide Compensation for Seasonal Staff**

Director Jankowski stated this resolution is to provide compensation for seasonal staff by giving them additional compensation to retain and utilize their experience. She stated it is most efficient and effective to have staff return each year to reduce the time and cost of recruitment and training of new hires

Director Morgan stated at the Finance meeting the Committee requested an estimate of what this might cost. Director Morgan stated to retain 70% of the seasonal staff the estimate would be around \$13,000.00.

10-09/2019

Trustee Varley moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the Resolution to Provide Compensation for Seasonal Staff was approved by unanimous vote of the Board members present. **(See page 298)**

- **Resolution Calling for Macmillan Publishing to Reverse Library eBook Embargo**

Executive Director Strobel stated this resolution is asking the Board to request that Macmillan Publishing reverse its library eBook embargo that is set to go into place on November 1, 2019. Macmillan one of the large publishing houses intends to sell public libraries of any size just one copy of an eBook from one of their authors and then wait eight weeks before it will sell any additional copies. This limits access to our customers and creates an equity between those who can go out and buy the eBook which Macmillan hopes and those who don't have that ability creating a divide between those who can and cannot access information. The library community nationally is upset by this trend and we believe if Macmillan is successful other publishers will quickly follow suit. This will frustrate our customers and complicate our workflow and our processes, which neither are acceptable to us. Boards around the country including all the Metropolitan Library Boards in the State of Ohio are passing a resolution like this to voice their disappointment in hopes that it will be reversed before being implemented on November 1.

11-09/2019

Trustee Varley moved approval, seconded by Trustee Davies. Seeing no additional discussion, the Resolution Calling for Macmillan Publishing to Reverse Library eBook Embargo was approved by unanimous vote of the Board members present. **(See page 299)**

Trustee Varley asked in addition to the Board passing this resolution we have 808,761 cardholders should they know about this?

Executive Director Strobel stated with passing of the resolution we will send communication out tomorrow to our cardholder base making them aware of this and asking them to sign a petition that American Library Association (ALA) have created that currently have over 30,000 signatures. There is more information on this movement at ebooksforall.org. She thanked Director Rich for her voice and contribution for libraries nationally in communications and her advocacy efforts in this.

Executive Session

President Shlonsky asked for a motion to recess the meeting for an Executive Session for the purpose of discussing certain personnel matters pertaining to the employment of a public official or employee pursuant to Ohio Revised Code section 121.22 (G)(1). President Shlonsky also stated Board action would be taken after the Executive Session.

12-09/2019

Upon motion of Trustee Varley, seconded by Trustee Blakemore, President Shlonsky's request to recess for an Executive Session was approved by roll-call vote at 5:53 p.m.

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – **5**.

Nea: – **0**.

Executive Session

President Shlonsky asked for a motion to reconvene the Board meeting following the Executive Session.

13-09/2019

Upon motion of Trustee Blakemore, seconded by Trustee Spangler, the Board meeting reconvened by roll-call vote at 6:09 p.m.

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – **5**.

Nea: – **0**.

- **Resolution to Offer Employment Contract to Executive Director**

Board President Shlonsky read the resolution to offer employment contract to Executive Director into the record. She stated before the Board approves an adjustment was made to reflect the retention of her performance beginning August 3, 2019 through December 31, 2022.

14-09/2019

Trustee Varley moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the Resolution to Offer Employment Contract to Executive Director to reflect the retention of her performance adjusted beginning August 3, 2019 through December 31, 2022 was approved by unanimous vote of the Board members present. **(See pages xxx-xxx)**

Motion to Adjourn

Seeing no other business under consideration for vote, President Shlonsky asked for a motion to adjourn the meeting.

15-09/2019

Upon motion of Trustee Varley, seconded by Trustee Blakemore the September 24, 2019 meeting of the Cuyahoga County Public Library adjourned at 6:11 p.m.

Approved 21 October 2019

X _____
Patricia A. Shlonsky
President

X _____
Dean E. DePiero
Secretary

**CUYAHOGA COUNTY PUBLIC LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING
WORK SESSION ON FINANCIAL PROJECTIONS
MINUTES
07 October 2019**

The October 7, 2019 Special Meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of seven (7) Board members present, President Shlonsky called the meeting to order at 4:03 p.m.

Roll-Call: **Present:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Robert W. Varley – **6.**

Absent: - **0.**

Also present: Executive Director Tracy Strobel; Operations Director and Fiscal Officer Scott Morgan; Communications & External Relations Director Hallie Rich; Acting Human Resources Director Larry Miller; Assistant Marketing & Communications Director Rob Rua; Development Director Bridget Hawes, Literacy and Learning Division Director Pamela Jankowski; Branch Services Director- East Enda Bracken; Branch Services Director- West Caroline Vicchiarelli; Facilities Director Jeff Mori; IT Director Jim Haprian; Technical Services Director Daniel Barden; Union Representatives, and other interested observers.

Executive Director Strobel thanked the Board for attending this Special Board of Trustees meeting. Director Morgan will give a recap of what we discussed at the September 24 Board of Trustees meeting regarding the shortfalls in our budget projecting forward from 2020-2028 and our analysis we did on how we can reduce expenditures to accommodate that shortfall. Beyond reducing expenditures, we have the option of going to the ballot. Galen Schuerlein, Director, Roetzel Consulting Solutions, will give a general presentation about recent polling. We will talk results, have a discussion and decide if we want to take the next step toward a ballot issue. If we choose to do that, the resolution that is before us today, doesn't mean we must go forward. It means we are requesting certification from the County Fiscal Agent to give us the numbers in terms of what we would expect to garner from a ballot issue. This is not a final decision today, but it would be taking that next step. Executive Director Strobel asked Director Morgan to share some of our financial concerns.

Trusted Maria Spangler arrived at the Board of Trustees meeting at 4:06p.m.

Financial Projections Discussion

Director Morgan discussed our ten-year general fund financial projections expenditure reduction. He stated he will give a recap of this report since we did go through this at the last board meeting. This is a ten-year projection. 2019 is updated as to where we are right now. Preliminary numbers for 2020 have been updated. In receipts we are projecting a \$1 million carry over in 2020 to begin our budget for that year. We have received additional revenue on the 2.5mill levy that we currently have and additional money over what we budgeted in the Public Library Fund (PLF) which makes for the \$1 million carry over. The eight remaining years we are projecting a deficit and there will be no carry over revenue in those remaining years.

Director Morgan stated the collection from the 2.5mill levy and the way House Bill 920 works there would be a decrease in that amount of money we collect each year. We have reflected the difference we have been seeing in the levy in each of those years. The PLF was a little more difficult to project further then the two years because a lot of has to do with what the State Legislature decides to do with the biennium. This year we received a higher percentage than we have in the past and we don't know if it will carry into future years or not because it's also based upon the collections of the State. We have kept this very conservative because of the unknown. The balance of receipts we are keeping flat because those don't change a lot with the budget we currently have.

Director Morgan stated in expenditures he looked at the salary history of where we are, we don't see a huge fluctuation in those in ten years some years we spent more or less, and we projected that out by 1% increase for each year. The salaries budget inflated by 5% projected over ten years that number grows to be huge based upon 100% full employment in each of those years and with positions open there never is 100% employment for the full year. We projected that out at 1% increase for each of those ten years.

Director Morgan stated the benefits number and healthcare has been growing so large over the past few years and based upon our premium experience historically in the past has been 5% on an average. He projected that number out by 5% and all other benefits projected out by 1.5%.

Director Morgan stated for supplies purchased and contracted services, he looked at the spending pattern and instead of using a percentage, he bumped those using a straight dollar amount for every three or four years.

Director Morgan stated we added library programming to this budget. A lot of the special revenue funding we have right now is for library programming. The special revenue monies we received for grant funding is for start-up of those programs. The longer we run those programs the more difficult it is to continue to receive grant money as those programs start to age.

Executive Director Strobel commented the Homework Centers we have been doing for over a decade began with funding from The Cleveland Foundation and they have stepped down their funding over time. This is now a core critical service we provide that should become part of our operating dollars.

Director Morgan stated while doing these projections we added dollars in for some of those programs that are currently being paid for by special revenue funds, and in the future will need to be paid by some of our general operating dollars.

Director Morgan stated we looked at library materials and because of what is happening in the publishing industry, we did feel the need to increase that budget going forward if we are to keep up with the demand particularly in the area of electronic materials.

Director Morgan stated on the capital side we looked at the difference on what we are spending on facilities compared to what we are spending on ITD. Those are based on actual numbers that we created from individual programs.

Director Morgan stated miscellaneous is a category that stays consistent.

Director Morgan stated contingency is a number we put in each year of the budget to transfer dollars into other categories should we have some short falls.

Director Morgan stated the advanced line is not used unless necessary. Advances are temporary. Those are monies that are advanced to a fund that must be repaid within a year.

Director Morgan stated transfers to other funds are the dollars we need to transfer to the debt service fund to pay off the bonds each year.

Trustee Blakemore inquired about the healthcare cost increase. Is this increase factored into the cost or is this the typical increase?

Director Morgan stated at an average of where were in the past ten years it was about 5%, and he built that into the cost.

Trustee Leonard asked is the 5% increase in healthcare for employee per month capita or is it 5% increase for the library total cost?

Director Morgan stated it was a 5% increase on the total library expense. There is a portion of the premium that employees pay.

Trustee Varley mentioned in ITD 2019 we spent \$847,500.00 and in 2020 it goes up to \$2,060,000.00. What is the difference between 2019 and 2020 and beyond?

Director Haprian stated there are several projects we slated for 2020.

Executive Director Strobel stated the difference in receipts over expenditures moving from 2020 forward we are in the red and essentially have two options; reduce expenditures or we seek additional revenue. Director Morgan will discuss the categories where we looked at reducing expenditures.

Director Morgan stated we looked at five basic categories listed by priority; 1) delayed capital spending Facilities and ITD; 2) reduction in library materials each year; 3) 10% or less reduction in all other expense line items; 4) Termination of Sunday hours that we currently have and; 5) a reduction in library hours.

Director Morgan stated the delayed capital spending was not delayed it was actually deleted. We looked at all the capital projects listed in 2020 and deleted the roof and HVAC system capital project for the Beachwood Branch. The HVAC system and the roof are old. We will continue to patch the roof and repair the HVAC system, but there will come a time when they both will need to be replaced. In 2020 we deleted that cost, but in the ten-year projection it will need to be replaced and this expense will have to hit one of the other categories. Another concern is that we just went through a major capital program where we spent a lot of money on buildings. This is taking all the money to maintain the infrastructure and to keep that infrastructure in good repair to the standards that we expect in our buildings today. It will become difficult to not spend those dollars each year to keep those buildings in good repair.

Director Morgan stated the second category would be reduction in library materials. We would take \$1 million out of library materials for each of those years. This will hurt because of the way the publishing industry is going and it will become more difficult to fulfill those holes because of the electronic materials. We need to affect every category in the budget if we are going to make reductions.

Director Morgan stated the third category would be reduction for 10% or less reduction in all other library expenses. This category was labeled or less because in 2020 we didn't have to take 10% from the other lines to make the budget. The reduction of all other expense items included; supplies contracted services, miscellaneous/other and contingencies. Those are the four categories we used to take the straight percentage from, which will hit two of our biggest contracted services; cleaning and landscaping. This mean our cleaning and landscaping standards will have to change.

Director Morgan stated the fourth category is termination of Sunday hours. The library would no longer be open on Sunday it cost us \$780,000.00 a year to open on Sunday.

Executive Director Strobel commented Sunday is only four hours but can be some of our busiest hours. From a staffing perspective reducing Sunday hours would not require layoffs because it's all overtime.

Director Morgan stated in the fifth category reduction in library hours, we looked at what it cost us for one hour of personnel dollars to run the library just for public service is \$5,817.00. We looked at the shortfall in 2022, in order to make up our deficit we need to hit that category for \$1,891,000.00. We took that number divided by \$5,817.00 and we would have to decrease the number of hours we are open by 325. If we closed one branch one hour early each day for one year that would be 324 hours. If we closed all 27 branches one hour early each day for one year would be 8,748 hours. When we get to 2028 the number of hours is still 1,803. The dollar number is larger, but the number of hours is 1,803. The concern is we have cut the capital number so much the only category we have to go to is this category if we must do any more expensive capital projects.

Executive Director Strobel mentioned in this category a reduction in library hours equates to a reduction in personnel hours. This point is where we would need to reduce staffing.

Director Morgan stated we looked at additional receipts of what a 0.50mill would bring and what 1mill would bring. If we passed an issue in 2020, we wouldn't realize those receipts until the beginning 2021. According to the County 0.50mill would bring in \$9,428,617.00. The projected shortfall in 2021 \$5,267,315.00 taking the difference we would have enough to cover the balance left of \$4.1 million. In each of those years 0.50mill can cover each deficit until 2025. The proceeds from a 0.50mill would not cover the deficit in 2025 carrying that money forward would cover the deficit through 2027. In 2028 we would go back into the red \$3.1 million. If we carry the \$3.7 million projected forward it will bump it back to 2025 and we would have to go back to the ballot for 0.50mill or raise money for 2027.

Director Morgan stated projecting 1mill that would raise \$18,857,237.00 each of those years would cover more than the deficit and after the ten years you would have a balance of \$70,000,000.00.

Trustee Blakemore asked when we went to the ballot ten years ago what millage did, we use?

Executive Director Strobel stated we replaced a 2mill levy and then we added a 0.50mill and made it all continuing.

Executive Director Strobel stated those are essentially the two items we must look at cost reduction or putting an issue on the ballot.

Executive Director Strobel distributed a document to the Trustees a basic look at library issues both bond and operating issues. It gives some of the basic rules about the process and what the role of the Trustee is, and what the staff can and cannot do.

Executive Director Strobel commented if we were to put an issue on the ballot what would the community sentiment be? How likely would they be to support it? How likely are we to be successful? We have done some polling in the past and Ms. Schuerlein, was involved in that and will share some generalities about that polling and our likely hood of success should that be the choice.

Ms. Schuerlein stated she is here as a volunteer today. She talked about the polling they did on behalf of the Political Action Committee (PAC). They tested some of the harder communities and there is a path for a victory if we run a strong campaign. The only variable we see in the statistical analysis that move people are rather they are a Democrat or a Republican. Democrats will be more likely to support the issue than not. She suggests there is a path if we run a good campaign and we pick an election with high dominance of Democrats coming out opposed to Republican counterparts. There were some good messages from the people they want evening and weekend hours they want essential services; Homework Centers and safe place in neighborhoods. We have a good story if the numbers are there and is predicated on running a strong campaign paid for by a PAC.

Trustee Shlonsky asked what do you mean by a strong campaign?

Ms. Schuerlein stated the Campaign Committee must have a conversation to have the resources to get the message out in what could be a crowded field. You will have human services and primary candidates and we don't know what that means in the Presidential because we don't know how many people will stay in. If a lot of them does stay in it will be very noisy in November.

Trustee Spangler asked how does Greater Cleveland Partnership discussion around being more stringent if they are willing to come out and support us or not?

Ms. Schuerlein stated these are campaign conversations we should have when the campaign gets together and not in a public forum. In general, the more variables you have that affect your ability to have a clear message and have people to help share the message and not actively oppose you the better you are. This is minimizing risks and maximizing your ability to reach a goal. The more variables the harder it becomes.

Trustee DePiero asked what are some of the community's we have done well in the past and those we have not done well in the past?

Ms. Schuerlein stated in 2008 we won in every community except Strongsville where we got to 49.5. We spent a little over \$500,000.00

Trustee DePiero asked what are some of the communities where we were able to run up the score and get good numbers?

Ms. Schuerlein stated some were high mainly on the east side.

Executive Director Strobel remembered we were very strong in Solon, Beachwood and Warrensville. We had great support from the leadership in those communities, and it paid off significantly. In recent polling it indicated quite strong support in Strongsville than in Parma which is also strong and in our favor.

Ms. Schuerlein stated Strongsville passed an issue to build a building more recently than others. A decade later, the last time we went on the ballot we barely had social media. Demographics shifts from Democrats & Republicans to Independent is significant in Cuyahoga County. It's hard to compare the two elections, but we need to keep in mind that we do have a more difficult electorate than the rest of Cuyahoga County because we don't have Cleveland, Shaker Heights and Cleveland Heights traditionally more tax friendly communities and we have to make sure that we are ready in the other communities that we have to prove to. This is a tough electorate.

Trustee Blakemore asked if we should move forward what would be a draft timeline?

Ms. Schuerlein stated we won't spend campaign funds until early January and we need to be out educating the community in a very significant way now about what is at stake. We can use library dollars to educate. There is a lot of good story's and we have our own polling that says we have story's and messaging that resonates with people. In terms of the campaign sooner is better than later. Her concern is we are headed into the holidays and suggests with the filing deadline of December 18 we need to move quickly.

Executive Director Strobel commented from a technical perspective in terms of what the Boards responsibilities are we have laid out a timeline moving backward from the filing deadline of December 18. There are certain steps the Board takes moving backward from the 8, we must pass two resolutions; 1) resolution requesting the County Fiscal Officer to certify the total current tax valuation of the Library District which is before you. This is not a binding commitment to go to the levy. This is the first step. There is another resolution, and these must be passed at two separate meetings. If we do this resolution and get the results back from the County Fiscal Officer we would get the information to the Board and at that point the Board would make a decision to pass a resolution and the wording of that is; Resolution determining to proceed with submitting to the Electors of the Library District. This is the commitment resolution. This resolution goes to County Council and County Council does not have the ability to keep it off the ballot, but they still must go through the process of reading it three times at their meetings. Those three meetings would be October 22, November 12 and November 26 with those we would meet the deadline of the December 18 filing, which is why we wanted to start this conversation at this Special Board meeting we don't have much time. The County Council does have the option of not having to do all three meetings that might be a possibility we would have to investigate upon signing this resolution.

Trustee Varley commented early voting is February 19 and election is March 17. He wanted clarity on County Council not being able to deny us.

Executive Director Strobel commented County Council does not have the power to deny it, but they must go through the process.

Trustee DePiero commented there are some legislative bodies that does not like to suspend the rules.

Director Morgan commented the Ohio Revised Code requires them to adopt it because they are a taxing authority. The Ohio Revised Code says they may not keep it from going to the ballot.

Trustee Varley commented there is a lot of input other than the numbers and he is not opposed to the resolution before them which is to get the numbers certified, but there are some discussions that have to go on between when we get the numbers certified and when we get a decision to go on rather it is short term or long term. There are pieces to this campaign we have not talked about.

Executive Director Strobel stated we are unable to talk about the campaign in this forum.

Trustee Blakemore asked if any of these numbers would change March versus November?

Ms. Schuerlein stated its annual. The numbers would change if you run in 2020 run instead of 2020.

Executive Director Strobel commented the concern about going in November that its' a Presidential and the polling indicated a much clearer path to victory when there are primarily Democrats at the ballot which is March as opposed to November when there is an unpredictable mix. We would have to significantly educate more voters in November than in March and educating voters costs money, which is part of the logic.

Trustee DePiero asked Executive Director Strobel to review the County Council dates.

Executive Director Strobel stated October 22 would be the first County Council meeting which we could introduce the two resolutions. They would read them three times with the hope of passing them December 10 at their scheduled meeting, which would be in time to meet the filing deadline of December 18.

Executive Director Strobel stated if we decide to go forward and in consultation with our experts, we would need to make the October 22 deadline. We would need to reschedule our regular scheduled Board meeting on October 22, to October 21 a day prior. We would also need a super majority at this Board meeting to pass the resolution.

Trustee Varley asked how long would it take County Council to certify?

Director Morgan stated he doesn't know but would ask them to expedite it quickly.

Trustee Varley asked do we have to decide today or send it two resolutions?

Executive Director Strobel stated we can send in two resolutions.

Trustee Varley looking at the deficit and 5% of what the total is for 2020, we keep Sunday hours? There is no reduction in public access.

Executive Director Strobel stated this is the priority we are presenting which can be changed.

Trustee Varley asked what hardship are these reductions going to cause in 2020? We have these new buildings and there is a capital plan for roof repairs, or the public computers don't get replaced for the year. What is the reduction in library materials?

Trustee Shlonsky asked what happens if the roof caves in at the Beachwood Branch?

Director Moran stated the roof replacement for the Beachwood Branch is estimated at \$425,000.00 and the HVAC system at the Beachwood Branch is estimated \$525,000.00.

Trustee Varley asked is this worth 5% with the compressed timeframe of the election. He is for the resolution being presented today and to getting it certified at 0.50mill or 1.0mill.

Trustee DePiero asked how much per \$100,000.00 would it cost homeowners?

Director Rich commented at 1.0mill it would cost property owners \$2.58 per month additional taxes per \$100,000.00 at property value and for 0.50mill would cost property owners \$1.28 per month additional taxes per \$100,000.00 at property value.

Trustee Shlonsky thanked Ms. Schuerlein for her presentation.

Executive Director Strobel asked Ms. Schuerlein is there anything holding us back from doing three resolutions with different millages?

Ms. Schuerlein stated the more resolutions we do it would take more time.

Trustee Varley asked is there a statutory environment for them to reply to us?

Director Morgan stated he doesn't know, but he does have a good relationship with Bryan Dunn at Cuyahoga County and will ask him to move on it quickly.

Trustee DePiero commented for the long term we need 1mill.

Trustee Blakemore commented he is fine if other Board members want variations of millages.

Executive Director Strobel stated we would do three resolutions and need three votes. Trustee Shlonsky would like to see three variations then the 1mill asking taxpayers to pay an excess.

Trustee Leonard commented he would like to see just one number either 0.70mill or 0.80mill.

Executive Director Strobel asked Ms. Schuerlein how three numbers would appear on the poll. Would it hurt us from a messaging point?

Ms. Schuerlein stated it doesn't hurt us if our messaging is clear and gathering information is appropriate. It will start a conversation.

President Shlonsky asked for a motion to approve three resolutions one at 0.50mill, 0.70mill and 1.0mill.

Seeing no additional discussion for three Resolutions at 0.50mill, 0.70mill and 1.0mill was approved by unanimous vote of the Board members present.

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; **- 7.**

Nea: **- 0.**

Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 0.50 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time.

Trustee Shlonsky asked for a motion to approve Resolution for 0.50mill.

SP10/2019-1

Trustee Blakemore moved approval, seconded by Trustee Varley. Seeing no additional discussion, the Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 0.50 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time was approved by unanimous vote of the Board members present **(See pages 310-312)**

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; **– 7.**

Nea: **– 0.**

Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 0.70 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time.

Trustee Shlonsky asked for a motion to approve Resolution for 0.70mill.

SP10/2019-2

Trustee DePiero moved approval, seconded by Trustee Varley. Seeing no additional discussion, the Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 0.70 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time was approved by unanimous vote of the Board members present **(See pages 313-315)**

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; **– 7.**

Nea: **– 0.**

Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 1.0 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time.

Trustee Shlonsky asked for a motion to approve Resolution for 1.0mill.

SP10/2019-3

Trustee Blakemore moved approval, seconded by Trustee Varley. Seeing no additional discussion, the Resolution Requesting the Cuyahoga County Fiscal Officer to Certify the Total Current Tax Valuation of the Library District of the Cuyahoga County Public Library, Cuyahoga County, Ohio and the Amount to be Generated During the First Year of Collection of an Additional Tax of 1.0 Mill for Purpose of Current Expenses of the Cuyahoga County Public Library for a Continuing Period of Time was approved by unanimous vote of the Board members present **(See pages 316-318)**

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; **- 7.**

Nea: **- 0.**

Motion to Adjourn

Seeing no other business under consideration for vote, President Shlonsky asked for a motion to adjourn the meeting.

SP10/2019/2

Upon motion of Trustee Blakemore seconded by Trustee Spangler, the October 7, 2019 Special Meeting of the Cuyahoga County Public Library adjourned at 5:17 pm.

Approved 21 October 2019

X _____
Patricia A. Shlonsky
President

X _____
Dean E. DePiero
Secretary



EXECUTIVE DIRECTOR'S MESSAGE

DEFENDING EBOOK ACCESS

In July, Macmillan Publishers announced its unfortunate decision to impose a two-month embargo on sales of new eBook titles to libraries across all of its imprints. The embargo is set to begin on November 1, 2019. The announcement followed a controversial year-long test embargo of eBook titles published under Macmillan's Tor imprint. Under Macmillan's new terms, libraries will be able to purchase only a single one-user/one-eBook perpetual license upon publication. Libraries may then purchase additional metered licenses eight weeks later. By limiting libraries to a single copy of each new title, Macmillan will create much longer wait times for readers to enjoy eBooks by their favorite authors.

Macmillan CEO John Sargent explained the decision in a memo to the publisher's authors, illustrators and agents. In the memo, Sargent cites the growth of library eBook lending and calls the embargo a "response to our growing fears that library lending was cannibalizing sales."

The Macmillan decision is predicated on a faulty premise that eBook lending hurts their bottom line. In fact, there is plenty of evidence to the contrary, including the ongoing work of the Panorama Project to quantify the sales impact of libraries on book discovery, author brand development and sales. From physical and digital shelf space to reading recommendations, book club selections, email marketing and beyond, public libraries increase the visibility of established, popular writers and expose readers to debut and emerging authors who need to build a loyal fanbase. Libraries deliver value that can be quantified above and beyond the value we create through collection development and event generated book sales.

Simply put, publishers need readers to survive – and libraries build readers. Unfortunately, Macmillan's shortsighted decision ignores the incredible value that public libraries provide within the publishing ecosystem and limits public access to books, information and ideas. Their embargo hurts readers and libraries on many levels.

Cuyahoga County Public Library (CCPL) has joined the American Library Association (ALA) and the chorus of libraries across the country who have condemned the Macmillan embargo. Last month, Cuyahoga County Public Library's Board of Trustees passed a resolution denouncing Macmillan's new eBook policy. We are fighting back for eBook access and we're asking our constituents to do the same. We hope you will consider joining with public library customers across the United States to make your voice heard by signing the ALA eBook access petition at eBooksForAll.org or by texting **EBOOKS** to **40649**. It's time to demand that Macmillan treat public libraries as collaborators rather than competitors.

Sincerely,

Tracy Strobel
Executive Director

SYSTEM HIGHLIGHTS

Facebook Fans: 29,517

Twitter Followers: 10,266

Instagram Followers: 3,743

I've been super into reading in 2019 (135 & counting) & many of those books have been digital from @CuyahogaLib & @Cleveland_PL! @MacmillanUSA wants to limit readers' access to new eBooks thru libraries. Sign the petition to protect our access: <http://eBooksForAll.org> #eBooksForAll
@kbrennan14, September 28, 2019

The @maltzcenter welcomed renowned journalists @frankrichny and @JaneMayerNYer tonight for the first William N. Skirball Writers Center Stage event, presented by @CuyahogaLib and #CWRU.
@cwru, September 25, 2019

Board of Trustees of Cuyahoga County (Ohio) Pub. Lib. just adopted resolution denouncing Macmillan's new eBook policy & urges everyone to sign the petition at <http://eBooksForAll.org>. @CuyahogaLib @MacmillanUSA #eBooksForAll
@AlanSlnouye, September 25, 2019

What an informative lunch thanks to Tracy Strobel, Executive Director of @CuyahogaLib! She shared some of the GREAT resources available through the Library, such as #tutoring & #technology like 3D printing!
@SolonChamberOH, September 24, 2019

Technical Services Division staff spent a portion of September visiting branches to demonstrate collectionHQ – a collection performance improvement solution developed by Baker & Taylor. TSD staff demonstrated how collectionHQ can be used to more efficiently weed the collection, clean up catalog records and allocate shelf space.

CHQ demos were a big part of branch visits this month to show branches how it can help with weeding, catalog cleanup and allocating shelf space. For nonfiction, the popular subject summaries are very helpful in finding what subjects are most popular at a branch and therefore deserve more money and shelf space. This report also drills down to title level to allow for more targeted weeding/buying.

The Operations Division completed 202 work orders in September.

It was "A Night with Edwin's "at the Maple Heights Branch on September 18. Derrick Speights, Community Engagement and Reentry Coordinator at Edwin's Leadership and Restaurant Institute, spoke about the Institute and the opportunities it provides to formerly incarcerated adults. Twelve attendees viewed the documentary *Knife Skills*, an Oscar-nominated documentary about Edwin Chrostowski's work and mission.

Twenty-eight people took the oath of citizenship at a naturalization ceremony held at the Solon Branch on September 20. The ceremony – held as part of Global Cleveland’s Welcoming Week – was attended by more than 130 people, many of which were family members and friends of the new Americans who took the oath. The event was a festive affair. Refreshments were provided courtesy of the Friends of the Solon Library and guests had the opportunity to have their photos taken with iconic American and patriotic backdrops using green screen technology. After the ceremony, an enlightening conversation ensued between students from Hershey Montessori, Aspire Greater Cleveland citizenship class participants and government officials regarding immigration and becoming U.S. citizens.

Throughout September, Warrensville Heights Branch staff member Beate van der Schalie took advantage of the warm weather by taking kids out to the garden to harvest vegetables. Over the course of the month, 13 kids either harvested vegetables or helped cut and clean vegetables from the garden. One tween had a chance to watch a Red Admiral butterfly using its curled proboscis to sip nectar and observe that one of its wings was damaged (though it could still fly quite well).

Randi Packer, a 30-year child development expert with the Achievement Centers for Children, was a speaker at a recent “Play, Learn and Grow Baby Club” session at the Garfield Heights Branch. The program combines parenting tips, early literacy tips, storytime, socialization and playtime for parents with newborns to toddlers. Randi said it was one of the best programs she had ever seen.

At the Orange Branch, a Cuyahoga County Board of Elections poll worker trainer commented on how convenient and easy it was to book a meeting room and project his presentations. After using one of the public computers before his class, he held up his library card and said, “Getting one of these was one of the best decisions I’ve made in my life!”

More than 100 family members had the opportunity to spend quality time together during a unique “Family Togetherness” program at the Brecksville Branch. In support of the Brecksville-Broadview Heights School District’s “Take Back Togetherness” initiative, the Brecksville Branch staff taught families how to screen print a design on shirts, canvas bags, aprons and pillowcases.

Fourteen teens learned how to make Nutella-filled crepes during the “Teen Maker Lab” program at the Beachwood Branch. Using a “kitchen-in-a-box,” they made crepe batter from scratch, cut up strawberries and bananas as a topping, and watched the crepes bubble up on the griddle. Once they were ready, participants filled the crepes with Nutella and enjoyed a delicious afternoon snack.

A new U.S. citizen who had recently returned from three months overseas was having difficulties logging into his email account at the North Olmsted Branch. He needed to print application documents to bring his family (wife and three-year-old daughter) to this country. After a lot of conversation and troubleshooting, staff member Lisa Woodruff helped him use an app called WhatsApp to access the necessary documents and print them using CCPL’s mobile print service.

The Olmsted Falls Branch circulation staff have been busy preparing for school visits to the branch. Thanks to Mylinh Duong, Rose Rini, Denise Busch and Michele Sterger, 184 first graders from Olmsted Falls are flashing brand new library cards in celebration of Library Card Sign-Up Month. One little guy who got a new card was overheard saying, “This is the best day ever!”

Seventy-eight children and their caregivers enjoyed learning ASL signs during the Brooklyn Branch's Baby Sign Language for Parents. Caregivers were very enthusiastic to learn another way to communicate and stimulate brain development with their little ones.

Thirty-seven students and family members attended a Homework Center open house held by Brook Park Branch Homework Center Coordinator Tiffany Wilson. Tiffany set up several engaging educational stations – including an art project table to promote “Art Experiences” – and provided a snack table for guests to enjoy.

Seventy-three participants attended “Toddler Fair” at the Strongsville Branch. Children and their caregivers explored various sensory, STEM and motor-skill stations. Staff member Michelle Rapacki led the group in play activities that repurposed safe and common household items in fun, new ways.

Innovation Specialist Matt Skvasik and teen librarian Gail Toth co-facilitated a “Raspberry Pi Basics” class at the Berea Branch. Six participants learned how to use a breadboard to power LEDs and program them to flash at varying intervals using the Python programming language.

More than 350 grandparents, family and friends participated in “Grandparents Festival 2019” at the Parma Branch on September 7. Families contributed to a mural, created family trees, had their portraits taken, explored instruments with the Cleveland Orchestra and took part in a variety of family-friendly activities.

**CUYAHOGA COUNTY PUBLIC LIBRARY
REPORT OF THE EXECUTIVE DIRECTOR
OCTOBER 21, 2019**

ACTIVITIES OF THE EXECUTIVE DIRECTOR

September 25

- Participated on the Monthly **2020 Census** conference call
- Attended **CCPL Foundation Development Committee Meeting**, with **CCPL Foundation Board Members: Helen Rankin Butler, Jennifer Hartford, Tony Panzica and Eric Dicken**, Maltz Performing Arts Center
- Attended Writers Center Stage (WCS) preshow dinner, with **CCPL Trustee Patricia Shlonsky, CCPL Foundation Committee Members; Tony Panzica, Helen Rankin Butler, Eric Dicken, Jennifer Hartford and Library Donors**, with Bill Kelly, CCPL Adult Services Manager, and Bridget Hawes, CCPL Development Director
- Facilitated the William N. Skirball Writers Center Stage with **authors Jane Mayer & Frank Rich**

September 26

- Participated on the **AARP Overview: Census Teletown Hall** conference call
- Participated on the **second AARP Overview: Census Teletown Hall** conference call

September 26-27

- Attended and presented at the **Ohio Library Council (OLC) Coming to Our Census: What Libraries Can Do to Get Out the Count**, in Cincinnati Ohio

September 27

- Participated on the “**E-Books for All**” conference call with, **Susan Benton, President and CEO, Urban Libraries Council (ULC)**

September 30 - October 4

- Vacation

September 30

- Participated on the **Metropolitan Directors Policy Update** conference call

October 1

- Participated on conference call **Drugs: Costs and Consequences** with, **Kenna Howat Felix, Historian, U.S. Drug Enforcement Administration (DEA)**

October 3

- Participated on **Census Mini-Grants** conference call with, **Gavin Baker, Deputy Director, Public Policy and Government Relations, American Library Association (ALA)**

October 7

- Hosted and presented at the **Mandel Jewish Community Center (JCC) Men’s Club**, CCPL Beachwood Branch
- Attended the **Library Sub Committee of the Cuyahoga County Counts Committee Meeting**, Cleveland Public Library (CPL) Carnegie West Branch Library
- Facilitated **Special Board of Trustees Meeting - Work Session**

October 8

- Facilitated **CCPL Foundation Board Meeting**, The Union Club
- Attended **CCPL Foundation Governance Committee Meeting**, The Union Club
- Participated on **ALA Census Task Force** conference call with **Gavin Baker, Deputy Director, Public Policy and Government Relations, American Library Association (ALA)**

- Met with **Cathy Kilbane, Director, Cleveland Clinic**, with Hallie Rich, CCPL Communications and External Relations Director, and Bridget Hawes, CCPL Development Director
- Met with **CCPL Maple Heights Branch staff**
- Met with **CCPL Garfield Heights Branch staff**
- Phone call with **Mayor Paul Koomar, City of Bay Village**

October 9

- Phone call with **Jason Dodson, Director Roetzel Consulting Solutions**, with Hallie Rich, CCPL Communications and External Relations Director
- Phone call with **Melanie Farrell, Director, Facility Planning & Board Relations, Cleveland Metropolitan Bar Association**
- Met with **Mayor Katherine Gallagher, City of Brooklyn, Justin McCaulley, Consultant, McCaulley & Company**, with Hallie Rich, CCPL Communications and External Relations Director
- Met with **Patricia DePompei, RN, MSN, President, UH Rainbow Babies & Children's Hospitals and MacDonald Women's Hospital**, and **Ohio's First Lady Fran DeWine**, to discuss **The Ohio Governor's Imagination Library**

October 10

- Met with **Jim Clark, Consultant, Security Risk Management Consultants**, with CCPL Leadership Team
- Met with **Audrey Wynne, Census/PH FED**, with CCPL Leadership Team to discuss **2020 Census at CCPL**
- Met with **CCPL Fairview Park Branch staff**
- Met with **CCPL Brook Park Branch staff**

October 11

- Attended **Live2Lead 2019 webcast**, an annual leadership and personal growth event developed by The John Maxwell Company, CCPL Parma-Snow Branch
- Met and toured with **Caryn Candisky, NE Ohio District Director, Office of U.S. Senator Rob Portman**, CCPL Parma-Snow Branch

October 14

- Led interviews with three HR Director candidates.
- Met with **Kristin Warzocha, President and CEO, Greater Cleveland Food Bank**

October 15

- Conference call with **Roger Riachi, Owner, RFC Contracting, Inc.**, and Hallie Rich, CCPL Communications and External Relations Director, and Bridget Hawes, CCPL Development Director
- Met with **Rebekah Dorman, Director, Invest In Children Cuyahoga County**, with Pamela Jankowski, CCPL Director Literacy and Learning Division
- Met with **Patricia Lowrey, Digital Collection Advisor, OverDrive**, and **Cindy Orr Digital Collection Advisor, OverDrive**
- Met with **CCPL Beachwood Branch staff**
- Met with **CCPL Orange Branch staff**
- Presented at **Friends Group of CCPL Parma and Parma-Snow Branches**
- Attended **Samantha Power author event**, CCPL Parma-Snow Branch

October 16

- Met with **Dan Brady, President Councilman, and Cuyahoga County Executive Armond Budish, and CCPL Trustee Dean DePiero**
- Attended **Council of Agency Executives Annual Meeting**, with other **Cuyahoga County and Community Leaders**
- Met with **Dr. Renee Willis, Superintendent, Richmond Heights City School**, with Scott Morgan, CCPL Director Operations and Fiscal Officer
- Attended **Writers Center Stage (WCS) Benefactor Reception**

- Facilitated the William N. Skirball Writers Center Stage with **authors Rachel Kushner & Piper Kerman**

October 17 - 18

- Vacation

October 21

- Led interview with HR Director candidate.
- Facilitated **Finance Committee meeting**
- Facilitated **Board of Trustees meeting**

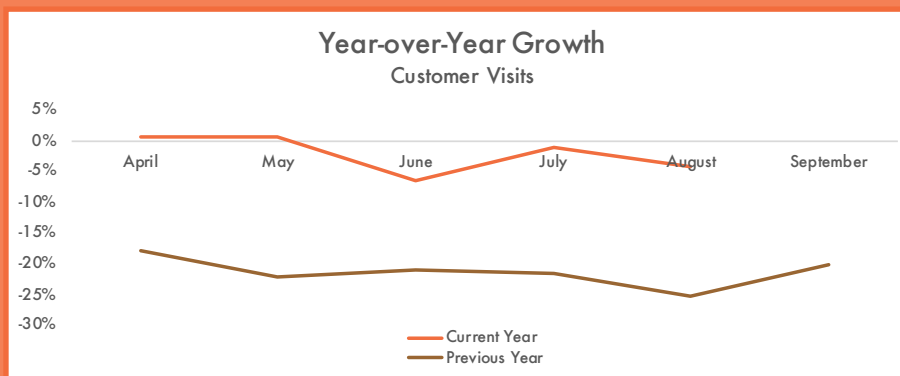
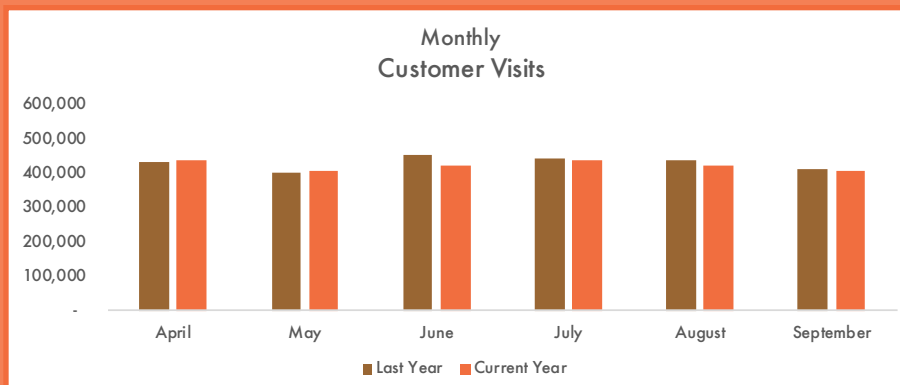
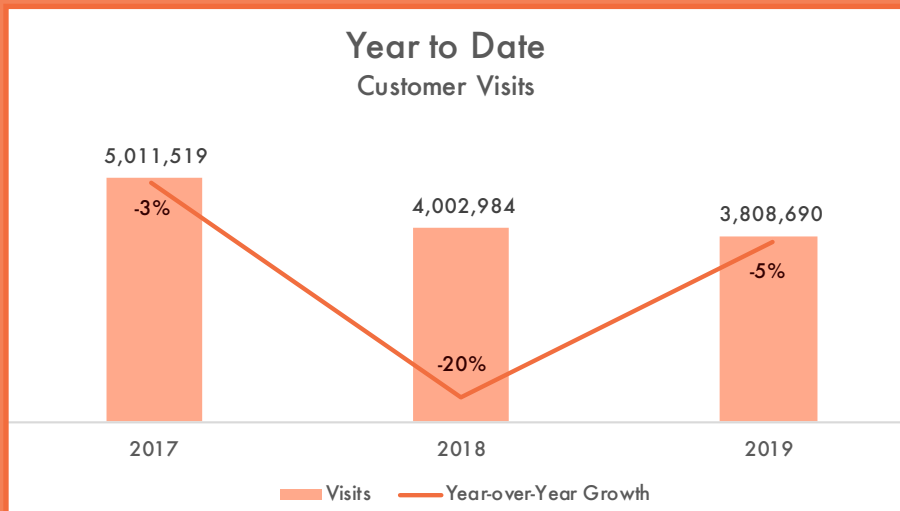
Held one Leadership Team meeting and 6 individual check-in meetings with direct reports.

A handwritten signature in black ink, reading "Tracy R. Shubel". The signature is fluid and cursive, with the first name "Tracy" and last name "Shubel" clearly legible, and "R." as a middle initial.

Executive Director

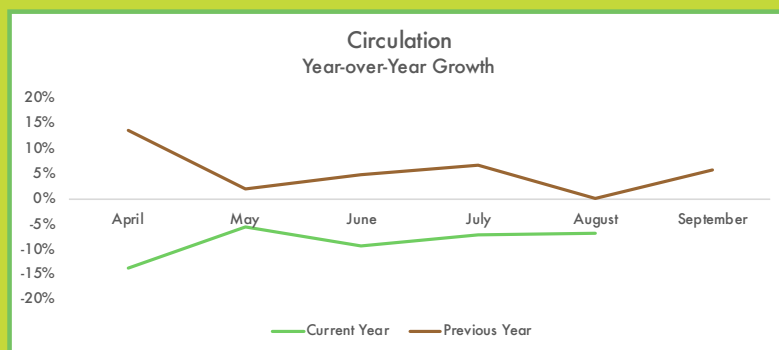
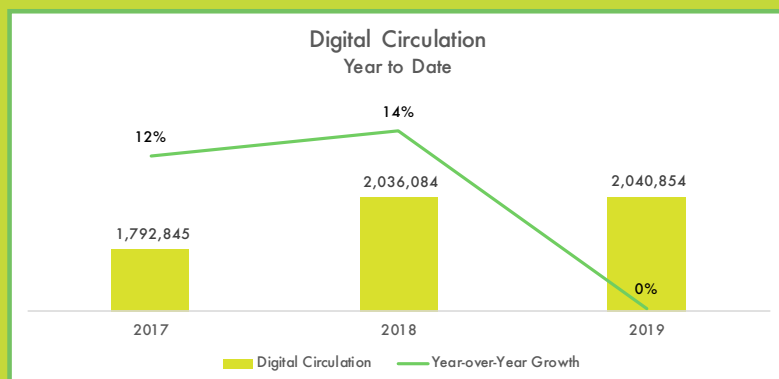
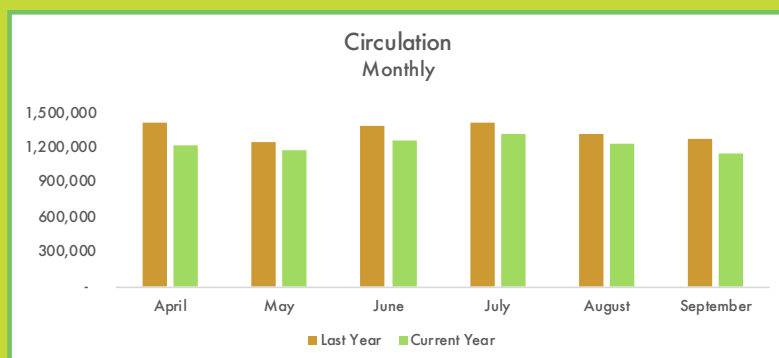
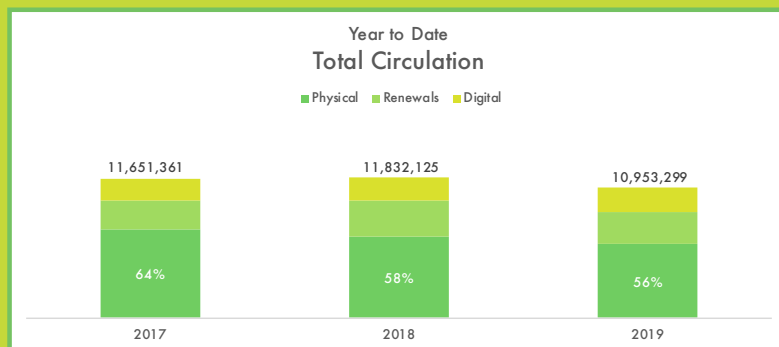
VISITS

SEPTEMBER 2019



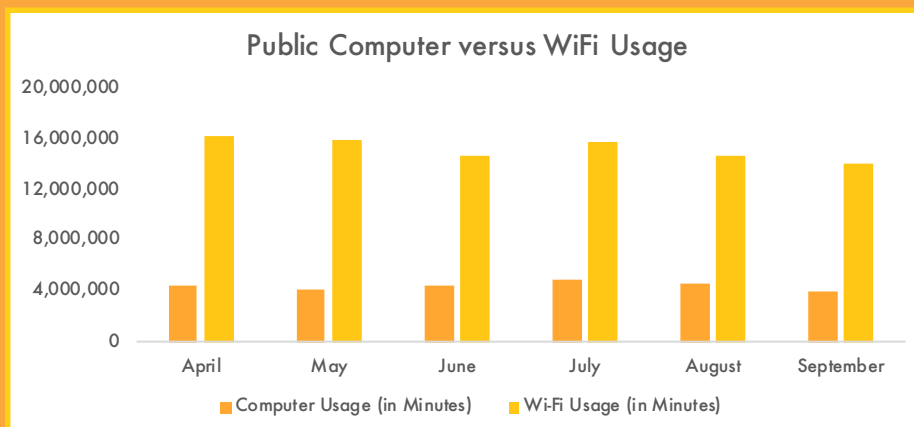
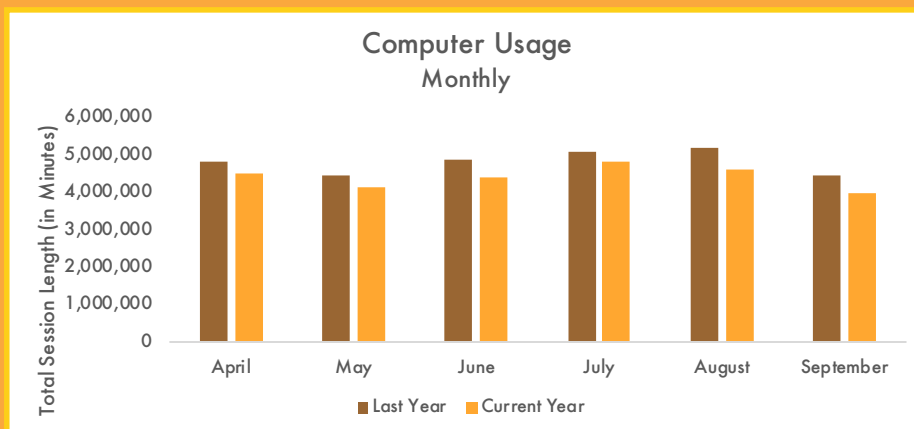
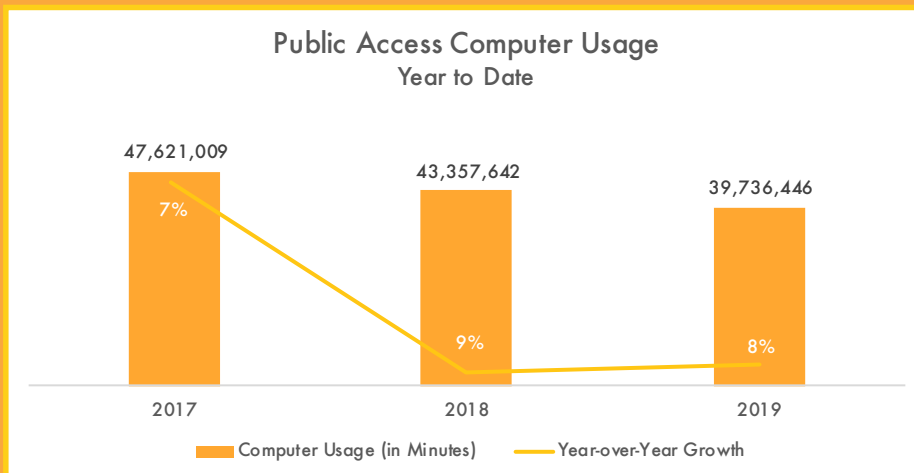
CIRCULATION

SEPTEMBER 2019



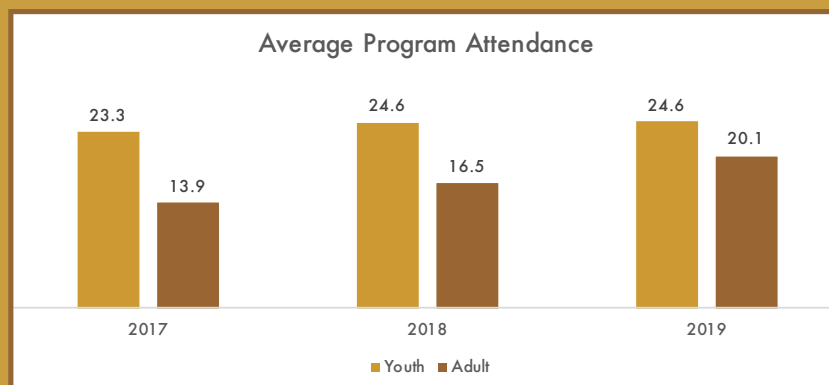
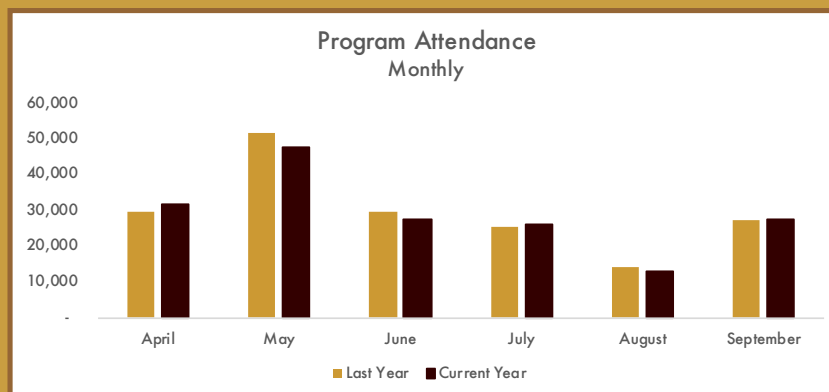
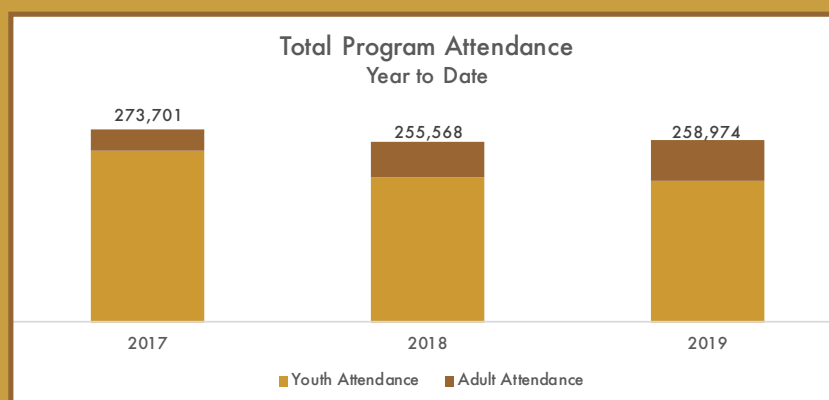
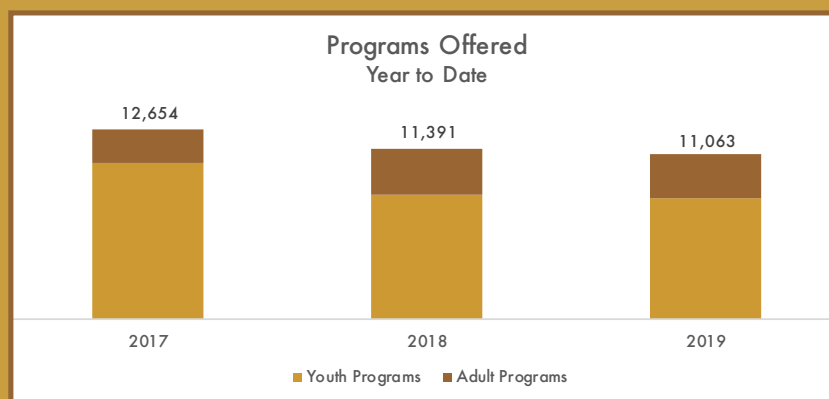
COMPUTER USE

SEPTEMBER 2019



PROGRAMS

SEPTEMBER 2019



HUMAN RESOURCES DIVISION REPORT LIST NO. 2019-10

October 22, 2019

| APPOINTMENTS | | | | | | | | | |
|---|-------|---------|---------------|----------------|---------------------|---------|-------------|---------------|-------------------|
| NAME/POSTION | GRADE | SALARY | HOURS WEEK | COST CENTER | REPLACES | SALARY | REASON | HOURS WEEK | EFFECTIVE DATE |
| Ball, Kimberly/Page | OEP | \$8.55 | 15 | BEA113 | Danielle Toth | \$8.55 | Resignation | 15 | 10.07.2019 |
| Bohurjak, Therese/Page | OEP | \$8.55 | 10 | BRV113 | Jaeyoun Yu | \$8.80 | Resignation | 10 | 10.15.2019 |
| Coppersmith, Laurie/Page | OEP | \$8.55 | 10 | CHF113 | Elizabeth Eisenberg | \$15.00 | Resignation | 15 | 10.21.2019 |
| DeLuke, Jennifer/Branch Services Assistant II | U11 | \$20.06 | 40 | GFH111 | Erin Hallahan | \$21.49 | Promotion | 40 | 09.30.2019 |
| Fassinger, Vicque/Mentor/Tutor | OSC | \$12.00 | 12 | 504113 | ----- | ----- | ----- | ----- | 10.07.2019 |
| Grimke, Laura/Page | OEP | \$8.55 | 12 | PAS113 | ----- | ----- | ----- | ----- | 10.06.2019 |
| Nichols, Amy/Page | OEP | \$8.55 | 15 | BCH113 | Angela DiMatteo | \$15.00 | Transfer | 15 | 10.07.2019 |
| Stranke, Caroline/Mentor/Tutor | OSC | \$12.00 | 12 | 504113 | ----- | ----- | ----- | ----- | 09.27.2019 |
| Twardy, Kristen/123 Read Site Coordinator | OSR | \$22.24 | 7 | 504113 | ----- | ----- | ----- | ----- | 09.29.2019 |

HUMAN RESOURCES DIVISION REPORT LIST NO. 2019-10

October 22, 2019

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--|-----------------------|-----------------------|--------------|--------------|--------------|--------------|----------------|----------------|--------------|------------------------|-------------|-------------------|
| 1 | CHANGES IN HOURS/SALARY/TRANSFERS | | | | | | | | | | | | |
| 2 | CHANGES IN HOURS/SALARY/TRANSFERS | COST CENTER OLD | COST CENTER NEW | GRADE OLD | GRADE NEW | HOURS OLD | HOURS NEW | SALARY OLD | SALARY NEW | REPLACES | REASON | HRS WEEK | EFFECTIVE DATE |
| 3 | Alameh, Racha/Tutor/Homework Mentor (Art Experiences) | 504113 | 504113 502112 | OST | OST OHM | 10 | 10 1 | \$10.00 | 10.00 18.14 | ----- | Adding Second Rate | 10 1 | 09.22.2019 |
| 4 | Butler, Tiffany/Adult Education Services Literacy Instructor/Adult Education Services Specialist - Training | 508111 | 508111 501811 | U10 | U10 U14 | 40 | 40 1 | \$19.63 | 19.63 27.49 | ----- | Adding Second Rate | 40 1 | 09.22.2019 |
| 5 | Jackson, Mary/Branch Services Clerk | PAS111 | PAS111 | U07 | U07 | 20 | 40 | \$17.73 | \$17.73 | ----- | Increasing Hours | 40 | 10.06.2019 |
| 6 | Johnson, Gregory/Page | WVH113 | WVH11 3 | OSP | OSP | 15 | 1 | \$8.80 | \$8.80 | ----- | Sub Status Only | 1 | 09.22.2019 |
| 7 | LeVert, Alexis/Branch Services Assistant SUB/Branch Services Clerk SUB | MHR111 450114 | 450114 450114 | U10 U10 | U10 U07 | 20 1 | 1 1 | 18.68 18.68 | 18.14 15.67 | ----- | Sub Status Only | 1 1 | 10.20.2019 |
| 8 | Lewis, Mary/Page/Branch Services Clerk SUB | PAR113 450114 | PAR113 450114 | OSP U07 | OSP U07 | 15 1 | 1 1 | 8.80 15.67 | 8.80 15.67 | ----- | Sub Status Only | 1 1 | 10.06.2019 |
| 9 | Money, Joanna/Sorter/Branch Services Clerk SUB | 450114 | 605111 450114 | U07 | U03 U07 | 1 | 20 1 | \$15.67 | 12.31 16.14 | Deon Brown | Resigned | 40 | 10.07.2019 |
| 10 | O'Reilly, Judith/Page | MDH11 3 | NOL113 | OSP | OSP | 12 | 12 | \$8.80 | \$8.80 | Dena Rowe | Resigned | 15 | 10.21.2019 |
| 11 | Russo, Aja/Branch Services Assistant II | SLN111 | SLN111 | U10 | U11 | 24 | 24 | \$19.44 | \$20.66 | ----- | 1/2 Completion of MLS | 24 | 09.22.2019 |
| 12 | Slater, Mary/Branch Services Assistant II/Branch Services Clerk SUB/Branch Services Librarian SUB | GAT111 450114 | CHF111 450114 | U12 U07 | U11 U07 | 16 1 | 20 1 | 22.71 22.12 | 21.49 21.49 | ----- | Acting Assignment Ends | 20 1 | 10.06.2019 |
| 13 | Sterger, Michelle/Branch Services Clerk | NOL111 | NOL111 | U11 | U07 | 40 | 32 | \$20.66 | \$19.02 | ----- | Acting Assignment Ends | 32 | 10.06.2019 |
| 14 | Strobel, Tracy/Executive Director | 400112 | 400112 | 45 | OFE | 40 | 40 | \$78.41 | \$98.55 | Sari Feldman | Retirement | 40 | 08.03.2019 |

HUMAN RESOURCES DIVISION REPORT LIST NO. 2019-10

October 22, 2019

ANNIVERSARY PAY ADJUSTMENTS (Not Based on 2080 Hours)

| NAME/POSTION | COST CENTER | GRADE OLD | GRADE NEW | HOURS | SALARY OLD | SALARY NEW | EFFECTIVE DATE |
|---|-------------|--------------|--------------|-------|---------------|---------------|-------------------|
| DiMatteo, Angela/Page | NRV113 | OEP | OSP | 15 | \$8.55 | \$8.80 | 10.15.2019 |
| Schwenn, Katherine/Page | BRV113 | OEP | OSP | 11 | \$8.55 | \$8.80 | 10.22.2019 |
| Snider, Leslie/Page | SEU113 | OEP | OSP | 15 | \$8.55 | \$8.80 | 10.07.2019 |
| Trunck-Zender, Bobbi/Branch Services Clerk | SEU111 | U07 | U07 | 16 | \$15.98 | \$16.14 | 10.01.2019 |
| Weber, Kathleen/Page | STV113 | OEP | OSP | 10 | \$8.55 | \$8.80 | 10.22.2019 |

HUMAN RESOURCES DIVISION REPORT LIST NO. 2019-10

October 22, 2019

| RESIGNATIONS | | | | | |
|--|-------------|-------|---------|----------|----------------|
| NAME/POSTION | COST CENTER | GRADE | SALARY | HRS WEEK | EFFECTIVE DATE |
| Brown, Gwendolyn/Tutor | 504113 | OST | \$9.00 | 10 | 10.01.2019 |
| Carter, Katie/Tutor | 504113 | OST | \$9.00 | 10 | 10.01.2019 |
| Elpiner, Sherrie/Page | SEU113 | OEP | \$8.55 | 15 | 10.04.2019 |
| Fann, Dana/Tutor | 504113 | OST | \$9.00 | 10 | 10.01.2019 |
| Hardin, Dawnielle/Page | WVH113 | OSP | \$8.80 | 15 | 09.22.2019 |
| Houk, Lauren/Tutor | 504113 | OST | \$9.00 | 10 | 10.01.2019 |
| Marnecheck, Megan/Assistant Development Director | 413112 | 39 | \$45.21 | 40 | 09.23.2019 |
| Novak, Heather/Tutor | 504113 | OST | \$9.00 | 10 | 09.16.2019 |
| Phelps, Christine/Tutor | 504113 | OST | \$9.00 | 10 | 10.01.2019 |
| Searight, Anthony/Tutor | 504113 | OST | \$10.00 | 10 | 10.01.2019 |
| Timmons, Margaret/Homework Mentor | BAY113 | OHM | \$18.14 | 5 | 07.10.2019 |
| Zerbini, Candice/Tutor | 504113 | OST | \$9.00 | 5 | 10.01.2019 |

[illegible]

HUMAN RESOURCES DIVISION REPORT LIST NO. 2019-10

October 22, 2019

| CONFERENCE AND MEETING ATTENDANCE | | | | |
|-----------------------------------|-------------------------|-------------------|----------|--|
| NAME | DATE (S) | AMOUNT | MILEAGE | MEETING |
| Benedict, Anna | 10.15.2019 | \$12.50 | \$ - | Youth Engagement Strategies/Cuyahoga County Youth Work Institute/Cleveland, Ohio |
| Breslin, Jessica | 10.15.2019 | \$25.38 | \$ 25.38 | Change Leadership/CWRU/Cleveland, Ohio |
| Gardner, Jason | 09.27.2019 | \$20.00 | \$ - | Programming for Intellectual and Developmental Disabilities/NEORLS/Online webinar |
| Huffman, Celia | 10.31.2019 & 11.07.2019 | \$57.40 | \$ 32.40 | Social and Emotional Learning Begins with you/CWRU/Cleveland, Ohio |
| Jankowski, Pamela | 10.16.2019 - 10.18.2019 | \$0.00 | \$ - | Urban Library Council's Annual Forum/Urban Library Council/Salt Lake City, Utah |
| Kappelman, Kalyn | 10.22.2019 - 10.24.2019 | \$73.89 | \$ 73.89 | ILEAD USA - Ohio/State Library of Ohio/Perrysville, Ohio |
| Karaffa, Michael | 09.27.2019 | \$20.00 | \$ - | Programming for Intellectual and Developmental Disabilities/NEORLS/Online webinar |
| Keefer, Lisa | 12.12.2019 | \$0.00 | \$ - | Workplace Harassment in the Post #meToo Era/Kastner, Westman & Wilkins/Akron, Ohio |
| Keefer, Lisa | 10.09.2019 | \$20.00 | \$ - | Igniting Sustainable Growth/Akron SHRM/Akron, Ohio |
| Keefer, Lisa | 11.13.2019 | \$20.00 | \$ - | Current Trends in Workforce Diversity/Akron SHRM/Akron, Ohio |
| Klein, Isabel | 01.24.2020 - 01.28.2020 | \$1,400.00 | \$ - | ALA Midwinter Meeting/ALA/Philadelphia, PA |
| Marting, Aimee | 04.23.2020 - 04.25.2020 | \$536.00 | \$ 90.00 | Ohio Association for Educating Young Children/OAEYC/Sandusky, Ohio |
| Paulett, Nancy | 10.24.2019 - 10.25.2019 | \$150.00 | \$ - | Practical Techniques and Strategies for Career Development/NCDA/Beachwood, Ohio |
| Ranallo, Rebecca | 10.21.2019 - 10.23.2019 | \$247.50 | \$ - | STEM Learning Ecosystems Community/NE Ohio STEM Ecosystems/Cleveland, Ohio |
| Ranallo, Rebecca | 10.16.2019 - 10.18.2019 | \$0.00 | \$ - | Urban Library Council's Annual Forum/Urban Library Council/Salt Lake City, Utah |
| Schreiber, Mary | 01.23.2020 - 01.27.2020 | \$1,400.00 | \$ - | ALA Midwinter Meeting/ALA/Philadelphia, PA |
| Seals, Talia | 11.14.2019 | \$0.00 | \$ - | Developing your EI/CWRU/Cleveland, Ohio |
| Sterba, Christine | 10.17.2019 | \$185.00 | \$ - | Back to the Book XX/NORLS/Twinsburg, Ohio |
| Todd, Michelle | 09.25.2019 | \$12.42 | \$ 12.42 | Cleveland's Pregnancy and Infant Loss Film Premiere/Healthy Neighborhood's Committee/Cleveland, Ohio |
| Ward, Alex | 11.18.2019 - 11.21.2019 | \$512.00 | \$ - | Family Place Training Institute/Middle County Public Library/Centereach, NY |
| | | \$4,692.09 | | |

Financial Statement Analysis

September 2019

Revenues

For General Property Taxes we received what will be our settlement for the second half of the year. We may see some much smaller amounts come in for the remainder of the year. With this settlement we have exceeded our estimate for the year by \$776,746.

Our September distribution for the PLF was larger than what we received last year. With this distribution we are still on budget. We have also received a revised estimate for the 2019 PLF from the state and that estimate is a little over \$377,000 than what we originally budgeted. This is for increased collections as well as the slight increase in the percentage that libraries received as part of the new biennium budget from the state that began in July.

If that estimate is correct, the increased amount along with the increase in our budget for General Property Taxes will fund our \$1,000,000 carryover budgeted for 2020.

Interest is also exceeding our original estimates. The larger increase in rates than expected has brought in additional revenue. Based on some of our recent maturities we are beginning to see some of those increases leveling off.

Patron Fines and Fees in total are currently exceeding our estimates. Once again it is passport fees and photos which are the reason for the increase. Sale of Resale Supplies is also slightly exceeding our estimates.

All other revenue accounts are where we would expect them to be for the month and the year.

Expenses

Expenses for Salaries and Benefits are right in budget for the month of August. accounts.

Many of the other expense accounts have higher than expected percentages for expenses and encumbrances because many of these accounts have standing orders encumbered against them to pay monthly and recurring expenses.

All other General Fund expense accounts are where we would expect them to be for the month and the year.

In the Capital Fund projects the final expenses for the Maple Heights renovation were paid. The only projects open are the Bay Village and Richmond Heights Branches.

Investments

We purchased one piece of commercial paper from Toyota Motor Credit at a rate of 2.01%, which for the current market is a good rate. No other purchases or maturities to report.

Transfers

There were 3 transfers from the General Fund to Special Revenue Funds as follows:

| | |
|-------------------------|-------------|
| Summer Camps | \$59,869.39 |
| Special School Programs | \$24,273.47 |
| Homework Centers | \$11,074.27 |

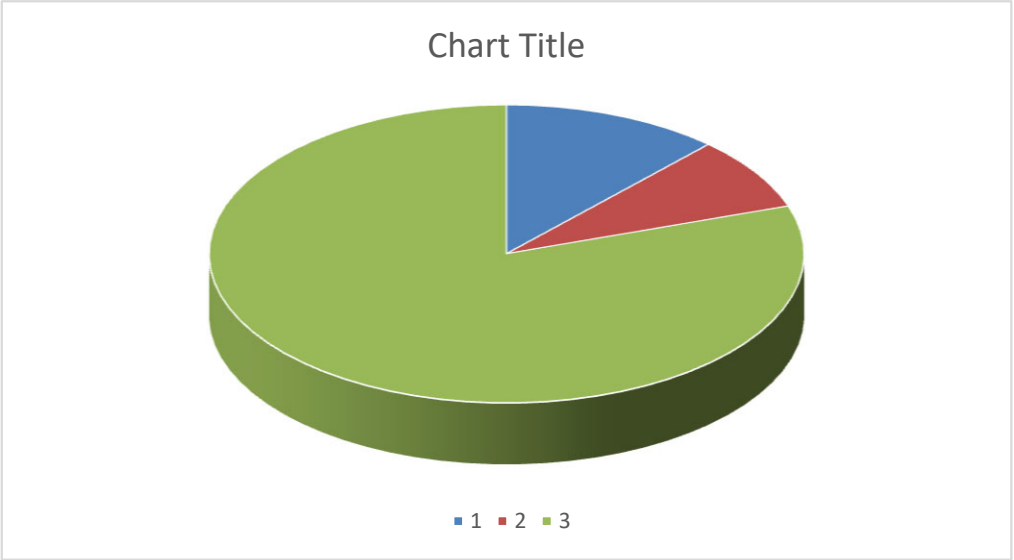
| CUYAHOGA COUNTY PUBLIC LIBRARY | | | | | | | | | General Fund | |
|--|------------------------------------|-----------------|--------------------|-------------------|-------------------|-------------------|-------------------|-----------------|------------------|-------|
| REVENUE | | | | | | | | | 75% of Year | |
| Fiscal 2019 -September | | | | | | | | | | |
| Acct. No. | General Fund Line Item Description | 2019 Revenue | 2018 Final Revenue | 2019 MTD Received | 2018 MTD Received | 2019 YTD Received | 2018 YTD Received | 2019 % Received | 2019 Balance | Notes |
| 1200 | General Property Taxes | \$37,859,310.00 | \$38,085,182.73 | \$0.00 | \$6,295.93 | \$38,636,056.48 | \$38,075,602.90 | 102.1% | \$776,746.48 | |
| 1250 | Intergovernmental | \$25,634,817.35 | \$25,409,713.62 | \$1,945,385.45 | \$4,188,571.80 | \$20,746,617.95 | \$20,170,290.06 | 80.9% | (\$4,888,199.40) | |
| | Public Library Fund | \$20,994,127.35 | \$20,769,026.45 | \$1,945,385.45 | \$1,864,165.02 | \$16,186,795.42 | \$15,532,660.99 | 77.1% | (\$4,807,331.93) | |
| | Property Taxes | \$4,640,690.00 | \$4,640,687.17 | \$0.00 | \$2,324,406.78 | \$4,559,822.53 | \$4,637,629.07 | 98.3% | (\$80,867.47) | |
| 2200 | Grants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$0.00 | |
| 2300 | Local Government | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$0.00 | |
| 3100 | Patron Fines & Fees | \$1,350,000.00 | \$1,356,592.28 | \$78,972.71 | \$79,417.17 | \$1,079,734.02 | \$1,084,483.08 | 80.0% | (\$270,265.98) | |
| | Fines and Fees Income | \$350,000.00 | \$373,364.63 | \$25,842.71 | \$24,683.42 | \$226,753.05 | \$293,942.93 | 64.8% | (\$123,246.95) | |
| | Passport Fee | \$732,000.00 | \$716,086.40 | \$37,485.00 | \$39,305.00 | \$635,390.00 | \$572,831.40 | 86.8% | (\$96,610.00) | |
| | Passport Photo Fee | \$250,000.00 | \$249,460.00 | \$13,010.00 | \$13,960.00 | \$204,265.97 | \$202,940.00 | 81.7% | (\$45,734.03) | |
| | Meeting Room Rental Fees | \$18,000.00 | \$17,681.25 | \$2,635.00 | \$1,468.75 | \$13,325.00 | \$14,768.75 | 74.0% | (\$4,675.00) | |
| 4000 | Interest | \$80,000.00 | \$38,929.65 | \$31,807.69 | \$6,853.88 | \$169,862.53 | \$8,528.92 | 212.3% | \$89,862.53 | |
| 5500 | Services Provided Other Entities | \$2,500.00 | \$2,710.43 | \$45.00 | \$0.00 | \$1,756.32 | \$2,148.64 | 70.3% | (\$743.68) | |
| 6100 | Restricted Gifts | \$0.00 | \$33,619.90 | \$79.90 | \$50.03 | \$20,735.64 | \$28,111.02 | 0.0% | \$20,735.64 | |
| 6500 | Unrestricted Gifts | \$55,000.00 | \$22,453.56 | \$1,050.00 | \$0.00 | \$21,461.75 | \$22,325.56 | 39.0% | (\$33,538.25) | |
| 8100 | Sale of Property | \$22,000.00 | \$10,786.43 | \$202.77 | \$4,762.00 | \$14,961.77 | \$10,711.43 | 68.0% | (\$7,038.23) | |
| 8200 | Sale of Resale Supplies | \$107,225.00 | \$125,016.94 | \$8,496.60 | \$8,856.68 | \$92,042.04 | \$94,415.13 | 85.8% | (\$15,182.96) | |
| 8300 | Rental of Real Property | \$0.00 | \$23,481.00 | \$3,851.00 | \$962.75 | \$19,255.00 | \$20,592.75 | 0.0% | \$19,255.00 | |
| 8700 | Refunds and Reimbursements | \$445,775.00 | \$395,639.95 | \$72,278.77 | \$55,185.84 | \$260,741.29 | \$362,506.66 | 58.5% | (\$185,033.71) | |
| 8900 | Miscellaneous | \$25,000.00 | \$38,992.37 | \$0.00 | \$0.00 | \$8,861.60 | \$34,465.80 | 35.4% | (\$16,138.40) | |
| 9800 | Advances In | \$25,084.06 | \$72,108.25 | \$0.00 | \$0.00 | \$0.00 | \$72,108.25 | 0.0% | (\$25,084.06) | |
| 9900 | Transfers In | \$0.00 | \$1,873.72 | \$0.00 | \$0.00 | \$30,406.56 | \$0.00 | 0.0% | \$30,406.56 | |
| | Carryover | \$1,851,996.98 | \$500,000.00 | \$0.00 | \$0.00 | \$1,851,996.98 | \$500,000.00 | 100.0% | \$0.00 | |
| TOTAL -- General Fund | | \$67,458,708.39 | \$66,117,100.83 | \$2,142,169.89 | \$4,350,956.08 | \$62,954,489.93 | \$60,486,290.20 | 93.3% | (\$4,504,218.46) | |
| TOTAL -- Capital Fund - 402 | | \$200,000.00 | \$3,433,289.13 | \$26,439.08 | \$11,304.54 | \$268,141.50 | \$246,037.82 | 0.0% | \$68,141.50 | |
| TOTAL -- Note Retirement Fund - 301 | | \$4,665,506.00 | \$4,665,481.00 | \$0.00 | \$0.00 | \$4,665,506.00 | \$4,665,481.00 | 100.0% | \$0.00 | |
| TOTAL -- Trust Fund (Regular) - 701 | | \$250,000.00 | \$350,211.38 | \$5,518.30 | \$9,086.21 | \$88,535.68 | \$194,476.37 | 35.4% | (\$161,464.32) | |
| TOTAL -- Trust Fund (Special) - 702 | | \$20,000.00 | \$712,900.71 | \$1,217.07 | \$4,172.60 | \$96,733.16 | \$702,367.54 | 483.7% | \$76,733.16 | |
| TOTAL -- Endowment Fund - 801 | | \$1,000.00 | \$1,543.28 | \$146.94 | \$139.32 | \$1,461.33 | \$1,079.00 | 146.1% | \$461.33 | |
| TOTAL -- Agency Fund (FSA) - 901 | | \$80,000.00 | \$100,414.94 | \$8,701.41 | \$8,477.78 | \$77,289.68 | \$75,038.98 | 96.6% | (\$2,710.32) | |
| TOTAL -- Project Build - 223 | | \$10,000.00 | \$1,149.24 | \$0.00 | \$0.00 | \$1,149.24 | \$0.00 | 11.5% | (\$8,850.76) | |
| TOTAL -- Entrepreneurships Adult & Youth - 232 | | \$1,625.00 | \$36,975.00 | \$0.00 | \$0.00 | \$0.00 | \$9,975.00 | 0.0% | (\$1,625.00) | |
| TOTAL -- Cleve Found Encore Initiative - 236 | | \$0.00 | \$46,659.29 | \$0.00 | \$0.00 | \$0.00 | \$24,409.29 | 0.0% | \$0.00 | |
| TOTAL -- My Com Neighborhood - 242 | | \$200,299.84 | \$103,094.83 | \$0.00 | \$0.00 | \$50,000.00 | \$58,094.83 | 25.0% | (\$150,299.84) | |
| TOTAL -- Memory Lab Grant - 243 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$0.00 | |
| TOTAL -- WVH Garden Grant - 244 | | \$2,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$1,000.00 | 100.0% | \$0.00 | |
| TOTAL -- Adult Education Services - 247 | | \$2,344,360.32 | \$1,378,848.54 | \$3,190.00 | \$95,962.93 | \$881,080.23 | \$852,163.32 | 37.6% | (\$1,463,280.09) | |
| TOTAL -- Project Learn - 248 | | \$359,193.02 | \$358,293.23 | \$6,851.88 | \$14,759.00 | \$160,648.07 | \$279,754.65 | 44.7% | (\$198,544.95) | |
| TOTAL -- Baby Club - 249 | | \$43,762.12 | \$38,453.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | (\$43,762.12) | |
| TOTAL -- IPAD Lab - 253 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$0.00 | |
| TOTAL -- Food & Culinary Literacy Program | | \$28,000.00 | \$65,500.00 | \$0.00 | \$0.00 | \$28,000.00 | \$50,000.00 | 100.0% | \$0.00 | |
| TOTAL -- Hotspot Lending Program | | \$50,809.00 | \$41,934.00 | \$0.00 | \$0.00 | \$22,500.00 | \$22,500.00 | 44.3% | (\$28,309.00) | |
| TOTAL -- TCF Fellow - 259 | | \$50,000.00 | \$0.00 | \$0.00 | \$0.00 | \$25,000.00 | \$0.00 | 0.0% | (\$25,000.00) | |
| TOTAL -- Poetry Out Loud - 261 | | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | 100.0% | \$0.00 | |
| TOTAL -- Homework Centers - 270 | | \$429,882.00 | \$300,103.84 | \$11,074.27 | \$10,000.00 | \$143,074.27 | \$245,103.84 | 33.3% | (\$286,807.73) | |
| TOTAL -- Summer Camps - 280 | | \$120,000.00 | \$103,534.16 | \$57,569.39 | \$0.00 | \$121,909.39 | \$98,534.16 | 101.6% | \$1,909.39 | |
| TOTAL -- Kindergarten & Baby Kits - 290 | | \$20,000.00 | \$13,500.00 | \$0.00 | \$0.00 | \$20,000.00 | \$0.00 | 100.0% | \$0.00 | |
| TOTAL -- Special School Program. - 293 | | \$334,177.60 | \$180,998.41 | \$36,573.47 | \$7,382.50 | \$170,922.67 | \$131,847.59 | 51.1% | (\$163,254.93) | |
| GRAND TOTAL -- All Funds | | \$76,674,323.29 | \$78,050,984.81 | \$2,304,451.70 | \$4,512,240.96 | \$69,783,441.15 | \$68,144,153.59 | 91.0% | (\$6,890,882.14) | |

| CUYAHOGA COUNTY PUBLIC LIBRARY | | | | | | | | | | | | |
|--------------------------------|--|--------------------|----------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|----------------|-----------------|
| BUDGET EXPENDITURE STATUS | | | | | | | | | | | | |
| Fiscal 2019 -September | | | | | | | | | | | | |
| 75% of Year | | | | | | | | | | | | |
| Acct. No. | General Fund Line Item Description | 2019 Appropriation | 2018 C/O Encumbrance | 2018 Final Expended | 2019 MTD Expended | 2018 MTD Expended | 2019 YTD Expended | 2018 YTD Expended | 2019 Enc + PY Enc | 2019 Exp+Enc | 2019 % Exp+Enc | 2019 Balance |
| 1000s | SALARIES & BENEFITS | 56.4% | | | | | | | | | | |
| 1110 | Salaries | \$28,000,000.00 | \$0.00 | \$28,038,950.21 | \$2,138,874.77 | \$2,054,501.26 | \$20,593,520.12 | \$20,385,864.10 | \$0.00 | \$20,593,520.12 | 73.5% | \$7,406,479.88 |
| 1400 | Retirement Benefits-Employer | \$3,919,245.00 | \$0.00 | \$3,904,278.21 | \$296,451.84 | \$290,044.87 | \$2,874,381.01 | \$2,856,765.40 | \$0.00 | \$2,874,381.01 | 73.3% | \$1,044,863.99 |
| 1600 | Insurance Benefits-Employer | \$6,070,142.00 | \$0.00 | \$5,472,877.37 | \$465,633.22 | \$417,200.08 | \$4,547,794.07 | \$4,177,140.14 | \$0.00 | \$4,547,794.07 | 74.9% | \$1,522,347.93 |
| 1900 | Other Employee Benefits | \$60,613.00 | \$0.00 | \$58,178.74 | \$1,547.00 | \$1,759.78 | \$34,235.85 | \$33,461.87 | \$0.00 | \$34,235.85 | 56.5% | \$26,377.15 |
| | SUBTOTAL -- SALARIES & BENEFITS | \$38,050,000.00 | \$0.00 | \$37,474,284.53 | \$2,902,506.83 | \$2,763,505.99 | \$28,049,931.05 | \$27,453,231.51 | \$0.00 | \$28,049,931.05 | 73.7% | \$10,000,068.95 |
| 2000s | SUPPLIES | 2.1% | | | | | | | | | | |
| 2100 | General Administrative Supplies | \$696,035.00 | \$18,326.44 | \$628,227.86 | \$32,512.53 | \$25,763.18 | \$438,026.62 | \$468,963.03 | \$240,572.12 | \$678,598.74 | 95.0% | \$35,762.70 |
| 2200 | Property Maintenance & Repair Supplies | \$371,115.00 | \$1,050.00 | \$298,082.48 | \$22,435.30 | \$13,931.67 | \$219,318.71 | \$242,103.38 | \$152,795.73 | \$372,114.44 | 100.0% | \$50.56 |
| 2300 | Motor Equipment Fuel & Supplies | \$105,665.00 | \$830.04 | \$92,977.86 | \$7,409.23 | \$10,206.55 | \$56,601.51 | \$74,959.05 | \$46,870.15 | \$103,471.66 | 97.2% | \$3,023.38 |
| 2500 | Supplies for Resale | \$229,885.00 | \$0.00 | \$148,494.30 | \$72,500.00 | \$12,570.00 | \$145,073.50 | \$120,831.39 | \$48,316.58 | \$193,390.08 | 84.1% | \$36,494.92 |
| | SUBTOTAL -- SUPPLIES | \$1,402,700.00 | \$20,206.48 | \$1,167,782.50 | \$134,857.06 | \$62,471.40 | \$859,020.34 | \$906,856.85 | \$488,554.58 | \$1,347,574.92 | 94.7% | \$75,331.56 |
| 3000s | PURCHASED & CONTRACTED SERVICES | 16.1% | | | | | | | | | | |
| 3100 | Travel & Meeting Expenses | \$167,810.00 | \$0.00 | \$178,640.91 | \$5,916.43 | \$7,086.72 | \$123,526.93 | \$125,242.42 | \$0.00 | \$123,526.93 | 73.6% | \$44,283.07 |
| 3200 | Communications-Printing & Publications | \$1,069,260.00 | \$750.00 | \$809,582.34 | \$38,690.18 | \$53,584.19 | \$616,810.14 | \$620,868.27 | \$99,766.78 | \$716,576.92 | 67.0% | \$353,433.08 |
| 3300 | Property Maintenance & Repair Service | \$3,080,052.00 | \$49,224.69 | \$2,685,945.06 | \$95,342.96 | \$73,258.35 | \$1,838,836.90 | \$1,871,058.12 | \$1,290,125.91 | \$3,128,962.81 | 100.0% | \$313.88 |
| 3400 | Insurance | \$302,500.00 | \$0.00 | \$259,684.00 | \$218,113.00 | \$0.00 | \$265,857.00 | \$257,306.00 | \$36,643.00 | \$302,500.00 | 100.0% | \$0.00 |
| 3500 | Rents and Leases | \$947,855.00 | \$0.00 | \$766,467.97 | \$57,798.93 | \$58,993.55 | \$563,276.84 | \$582,429.54 | \$384,414.37 | \$947,691.21 | 100.0% | \$163.79 |
| 3600 | Utilities | \$1,676,380.00 | \$0.00 | \$1,703,600.27 | \$124,212.78 | \$123,383.51 | \$1,184,852.36 | \$1,338,572.82 | \$0.00 | \$1,184,852.36 | 70.7% | \$491,527.64 |
| 3700 | Professional Services | \$1,919,273.00 | \$24,382.00 | \$2,260,765.84 | \$60,221.63 | \$56,873.51 | \$1,551,189.25 | \$1,954,194.34 | \$391,724.61 | \$1,942,913.86 | 100.0% | \$741.14 |
| 3900 | Other Contracted Services | \$1,667,270.00 | \$0.00 | \$1,527,418.17 | \$22,970.35 | \$36,248.81 | \$1,273,153.24 | \$1,164,617.02 | \$393,287.88 | \$1,666,441.12 | 100.0% | \$828.88 |
| | SUBTOTAL -- CONTRACTED SERVICES | \$10,830,400.00 | \$74,356.69 | \$10,192,104.56 | \$623,266.26 | \$409,428.64 | \$7,417,502.66 | \$7,914,288.53 | \$2,595,962.55 | \$10,013,465.21 | 91.8% | \$891,291.48 |
| 4000s | LIBRARY MATERIALS & INFORMATION | 13.2% | | | | | | | | | | |
| 4100 | Books & Pamphlets | \$5,190,953.00 | \$318,318.88 | \$5,760,436.64 | \$629,238.12 | \$583,508.52 | \$4,361,796.15 | \$4,651,126.40 | \$486,979.97 | \$4,848,776.12 | 88.0% | \$660,495.76 |
| 4200 | Periodicals | \$268,020.00 | \$10.00 | \$187,694.61 | \$264.44 | \$273.40 | \$12,923.41 | \$10,957.01 | \$10.00 | \$12,933.41 | 4.8% | \$255,096.59 |
| 4300 | Audiovisual Material | \$2,120,059.00 | \$207,574.96 | \$1,546,354.32 | \$231,410.83 | \$110,433.06 | \$1,711,266.24 | \$1,158,190.34 | \$268,366.25 | \$1,979,632.49 | 85.0% | \$348,001.47 |
| 4500 | Computer Services & Information | \$1,260,986.00 | \$0.00 | \$1,249,748.68 | \$57,136.79 | \$61,376.75 | \$842,899.16 | \$913,865.13 | \$0.00 | \$842,899.16 | 66.8% | \$418,086.84 |
| 4700 | Library Material Repair & Restoration | \$1,000.00 | \$0.00 | \$189.00 | \$0.00 | \$189.00 | \$0.00 | \$189.00 | \$0.00 | \$0.00 | 0.0% | \$1,000.00 |
| 4900 | Library Materials-Other | \$62,482.00 | \$2,777.86 | \$32,958.92 | \$1,985.79 | \$1,930.53 | \$7,963.45 | \$19,923.66 | \$4,727.13 | \$12,690.58 | 19.4% | \$52,569.28 |
| | SUBTOTAL -- LIBRARY MATERIALS | \$8,903,500.00 | \$528,681.70 | \$8,777,382.17 | \$920,035.97 | \$757,711.26 | \$6,936,848.41 | \$6,754,251.54 | \$760,083.35 | \$7,696,931.76 | 81.6% | \$1,735,249.94 |
| 5000s | CAPITAL OUTLAY | 4.4% | | | | | | | | | | |
| 5100 | Purchase of Land | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$0.00 |
| 5400 | Building Improvements | \$800,000.00 | \$308,761.30 | \$826,905.18 | \$927.22 | \$26,847.72 | \$441,136.97 | \$658,727.68 | \$439,630.77 | \$880,767.74 | 79.4% | \$227,993.56 |
| 5500 | Furniture & Equipment | \$2,105,000.00 | \$116,902.11 | \$421,589.50 | \$19,020.21 | \$9,791.03 | \$270,711.76 | \$387,185.60 | \$116,073.25 | \$386,785.01 | 17.4% | \$1,835,117.10 |
| 5700 | Motor Vehicles | \$95,000.00 | \$0.00 | \$190,013.50 | \$0.00 | \$0.00 | \$83,906.50 | \$190,013.50 | \$0.00 | \$83,906.50 | 88.3% | \$11,093.50 |
| | SUBTOTAL -- CAPITAL OUTLAY | \$3,000,000.00 | \$425,663.41 | \$1,438,508.18 | \$19,947.43 | \$36,638.75 | \$795,755.23 | \$1,235,926.78 | \$555,704.02 | \$1,351,459.25 | 39.5% | \$2,074,204.16 |
| 7000s | OTHER OBJECTS | 0.1% | | | | | | | | | | |
| 7100 | Dues and Memberships | \$43,015.00 | \$0.00 | \$43,929.99 | \$915.00 | \$788.63 | \$40,278.74 | \$37,109.64 | \$0.00 | \$40,278.74 | 93.6% | \$2,736.26 |
| 7200 | Taxes and Assessments | \$36,990.00 | \$0.00 | \$32,559.86 | \$1,536.55 | \$1,781.11 | \$32,921.23 | \$28,590.13 | \$0.00 | \$32,921.23 | 89.0% | \$4,068.77 |
| 7500 | Refunds and Reimbursements | \$7,495.00 | \$0.00 | \$5,384.83 | \$1,639.53 | \$25.20 | \$2,587.25 | \$2,418.80 | \$0.00 | \$2,587.25 | 34.5% | \$4,907.75 |
| 7900 | Other Miscellaneous Expenses | \$2,500.00 | \$0.00 | \$684.50 | \$710.00 | \$16.00 | \$2,498.96 | \$179.50 | \$0.00 | \$2,498.96 | 100.0% | \$1.04 |
| | SUBTOTAL -- OTHER OBJECTS | \$90,000.00 | \$0.00 | \$82,559.18 | \$4,801.08 | \$2,610.94 | \$78,286.18 | \$68,298.07 | \$0.00 | \$78,286.18 | 87.0% | \$11,713.82 |
| 8000s | CONTINGENCY | 0.0% | | | | | | | | | | |
| 8999 | Contingency | \$32,108.39 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$32,108.39 |
| | SUBTOTAL -- CONTINGENCY | \$32,108.39 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$32,108.39 |
| 9000s | TRANSFERS OUT | 7.6% | | | | | | | | | | |
| 9899 | Advances to Other Funds | \$0.00 | \$0.00 | \$25,084.06 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$0.00 |
| 9999 | Transfers to Other Funds | \$5,150,000.00 | \$0.00 | \$5,002,352.91 | \$95,217.13 | \$71,400.00 | \$4,911,403.96 | \$4,927,668.70 | \$0.00 | \$4,911,403.96 | 95.4% | \$238,596.04 |
| | SUBTOTAL -- TRANSFERS OUT | \$5,150,000.00 | \$0.00 | \$5,027,436.97 | \$95,217.13 | \$71,400.00 | \$4,911,403.96 | \$4,927,668.70 | \$0.00 | \$4,911,403.96 | 95.4% | \$238,596.04 |
| | GRAND TOTAL -- General Fund | \$67,458,708.39 | \$1,048,908.28 | \$64,160,058.09 | \$4,700,631.76 | \$4,103,766.98 | \$49,048,747.83 | \$49,260,521.98 | \$4,400,304.50 | \$53,449,052.33 | 78.0% | \$15,058,564.34 |

CUYAHOGA COUNTY PUBLIC LIBRARY
BUDGET EXPENDITURE STATUS
Fiscal 2019 -September
75% of Year

| FUND | Line Item Description | 2019 Appropriation | 2018 C/O Encumbrance | 2018 Final Expended | 2019 MTD Expended | 2018 MTD Expended | 2019 YTD Expended | 2018 YTD Expended | 2019 ENC + PY Enc | 2019 Exp+Enc | 2019 % Exp+Enc | 2019 Balance |
|-------------|---|-------------------------------|---------------------------------|--------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------------------------|---------------------------|------------------------|
| 223 | TOTAL -- Project Build | \$10,000.00 | \$0.00 | \$1,149.24 | \$0.00 | \$0.00 | \$323.71 | \$1,058.61 | \$0.00 | \$323.71 | 3.2% | \$9,676.29 |
| 232 | TOTAL -- Entrepreneurships Adult & Youth | \$65,090.26 | \$0.00 | \$55,558.33 | \$0.00 | \$0.00 | \$20,854.17 | \$44,861.64 | \$0.00 | \$20,854.17 | 32.0% | \$44,236.09 |
| 236 | TOTAL -- Cleveland Foundation Encore Initiative | \$17,199.21 | \$0.00 | \$41,905.37 | \$0.00 | \$49.84 | \$17,199.21 | \$20,254.42 | \$0.00 | \$17,199.21 | 100.0% | \$0.00 |
| 242 | TOTAL -- MyCom Neighborhood | \$221,525.50 | \$0.00 | \$81,872.23 | \$7,705.33 | \$7,219.27 | \$74,424.89 | \$58,479.77 | \$520.68 | \$74,945.57 | 33.8% | \$146,579.93 |
| 243 | TOTAL -- Memory Lab | \$8,468.18 | \$0.00 | \$47,910.23 | \$0.00 | \$0.00 | \$3,135.28 | \$37,586.65 | \$0.00 | \$3,135.28 | 37.0% | \$5,332.90 |
| 244 | TOTAL -- WVH Garden Grant | \$3,041.09 | \$0.00 | \$3,365.65 | \$127.05 | \$0.00 | \$2,552.97 | \$2,721.08 | \$0.00 | \$2,552.97 | 83.9% | \$488.12 |
| 247 | TOTAL -- Adult Education Services | \$2,381,443.99 | \$0.00 | \$1,341,764.87 | \$57,997.33 | \$155,365.34 | \$1,020,207.55 | \$982,471.90 | \$33,018.45 | \$1,053,226.00 | 44.2% | \$1,328,217.99 |
| 248 | TOTAL -- Project Learn | \$554,054.42 | \$0.00 | \$278,389.96 | \$35,122.97 | \$21,056.49 | \$288,743.97 | \$217,057.77 | \$20,833.08 | \$309,577.05 | 55.9% | \$244,477.37 |
| 249 | TOTAL -- Baby Club | \$81,250.53 | \$0.00 | \$14,921.58 | \$860.66 | \$3,271.95 | \$37,952.24 | \$10,521.16 | \$12,472.79 | \$50,425.03 | 62.1% | \$30,825.50 |
| 253 | TOTAL -- IPAD Lab | \$1,638.36 | \$0.00 | \$5,486.64 | \$0.00 | \$0.00 | \$0.00 | \$5,486.64 | \$0.00 | \$0.00 | 0.0% | \$1,638.36 |
| 256 | TOTAL -- Food & Culinary Literacy Programs | \$70,600.00 | \$0.00 | \$22,900.00 | \$1,040.39 | \$0.00 | \$34,997.55 | \$0.00 | \$42.72 | \$35,040.27 | 49.6% | \$35,559.73 |
| 257 | TOTAL -- Hotspot Lending Program | \$50,809.00 | \$0.00 | \$41,934.00 | \$36,840.00 | \$41,934.00 | \$36,911.99 | \$41,934.00 | \$0.00 | \$36,911.99 | 72.6% | \$13,897.01 |
| 259 | TOTAL -- TCF Fellow | \$50,000.00 | \$0.00 | \$0.00 | \$932.49 | \$0.00 | \$932.49 | \$0.00 | \$0.00 | \$932.49 | 1.9% | \$49,067.51 |
| 261 | TOTAL -- Poetry Out Loud | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$5,000.00 |
| 270 | TOTAL -- Homework Centers | \$469,766.37 | \$0.00 | \$282,913.12 | \$4,749.93 | \$4,273.06 | \$178,855.24 | \$171,707.76 | \$1,369.60 | \$180,224.84 | 38.4% | \$289,541.53 |
| 280 | TOTAL -- Summer Camps | \$125,000.00 | \$0.00 | \$106,034.16 | \$17,300.00 | \$1,950.00 | \$126,909.39 | \$106,034.16 | \$0.00 | \$126,909.39 | 101.5% | (\$1,909.39) |
| 290 | TOTAL -- Kindergarten & Baby Kits | \$33,500.00 | \$0.00 | \$0.00 | \$187.25 | \$0.00 | \$30,019.25 | \$0.00 | \$351.60 | \$30,370.85 | 90.7% | \$3,129.15 |
| 293 | TOTAL -- Special School Programming | \$334,177.60 | \$0.00 | \$212,875.96 | \$7,724.38 | \$15,770.04 | \$145,330.65 | \$152,203.90 | \$28,481.70 | \$173,812.35 | 52.0% | \$160,365.25 |
| 301 | TOTAL -- Note Retirement Fund | \$4,665,506.00 | \$0.00 | \$4,665,481.26 | \$0.00 | \$0.00 | \$1,075,253.13 | \$1,112,740.63 | \$0.00 | \$1,075,253.13 | 23.0% | \$3,590,252.87 |
| 402 | TOTAL -- Capital Fund | \$7,000,000.00 | \$137,830.74 | \$6,709,357.06 | \$137,250.51 | \$92,258.35 | \$593,949.64 | \$6,315,390.81 | \$814,420.57 | \$1,408,370.21 | 19.7% | \$5,729,460.53 |
| 701 | TOTAL -- Trust Fund (Regular) | \$140,000.00 | \$12,256.37 | \$855,404.56 | \$3,330.33 | \$1,194.50 | \$57,296.84 | \$25,471.24 | \$4,959.82 | \$62,256.66 | 40.9% | \$89,999.71 |
| 702 | TOTAL -- Trust Fund (Special) | \$70,000.00 | \$35,550.00 | \$2,410,574.17 | \$2,111.99 | \$0.00 | \$83,264.18 | \$107,133.97 | \$8,905.01 | \$92,169.19 | 87.3% | \$13,380.81 |
| 801 | TOTAL -- Endowment Fund | \$75,000.00 | \$0.00 | \$822.64 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% | \$75,000.00 |
| 901 | TOTAL -- Agency Fund (FSA) | \$110,000.00 | \$0.00 | \$100,000.00 | \$8,095.46 | \$4,572.65 | \$83,830.78 | \$79,326.59 | \$0.00 | \$83,830.78 | 76.2% | \$26,169.22 |
| | | | | | | | | | | | | |
| | GRAND TOTAL -- All Funds | \$16,543,070.51 | \$185,637.11 | \$17,280,621.03 | \$321,376.07 | \$348,915.49 | \$3,912,945.12 | \$9,492,442.70 | \$925,376.02 | \$4,838,321.14 | 28.9% | \$11,890,386.48 |

| CUYAHOGA COUNTY PUBLIC LIBRARY | | | | | | | |
|--------------------------------|-----|-----------------|-------------------|--------------------------|-------------------------|---------------------|-----------|
| Capital Fund Balances | | | | | | | |
| Fiscal 2019 --September | | | | | | | |
| FUND | CC | Project Budget | 2019 Expenditures | Expenditures To Date (1) | Encumbered & Unpaid (2) | Project Balance (3) | STATUS |
| Capital Fund - 402 | | | | | | | |
| Bay | 004 | \$7,500,000.00 | \$410,793.93 | \$630,693.43 | \$797,056.07 | \$6,072,250.50 | |
| Maple Heights | 037 | \$550,000.00 | \$127,912.15 | \$510,363.92 | \$0.00 | \$39,636.08 | COMPLETED |
| Richmond | 070 | \$2,000,000.00 | \$52,093.50 | \$52,093.50 | \$0.00 | \$1,947,906.50 | |
| Total Capital Fund - 402 | | \$10,050,000.00 | \$590,799.58 | \$1,193,150.85 | \$797,056.07 | \$8,059,793.08 | |



| CUYAHOGA COUNTY PUBLIC LIBRARY | | | | |
|---|---------------------------|---------------------|-------------------------|-----------------|
| All Funds Cash Balance | | | | |
| Fiscal 2019 --September 2019 | | | | |
| Fund | Beginning Cash Balance | Receipts To Date | Expenditures To Date | Cash Balance |
| General Fund | \$2,900,905.26 | \$61,102,492.95 | \$49,048,747.83 | \$14,954,650.38 |
| Debt Service | \$418.70 | \$4,665,506.00 | \$1,075,253.13 | \$3,590,671.57 |
| Capital Fund - 402 | \$15,125,123.85 | \$268,141.50 | \$593,949.64 | \$14,799,315.71 |
| Trust Fund - Regular | \$772,058.63 | \$88,535.68 | \$57,296.84 | \$803,297.47 |
| Trust Fund - Special | \$651,066.52 | \$96,733.16 | \$83,264.18 | \$664,535.50 |
| Endowment Fund | \$79,139.62 | \$1,461.33 | \$0.00 | \$80,600.95 |
| Agency Fund | \$49,790.20 | \$77,289.68 | \$83,830.78 | \$43,249.10 |
| Project Build | \$0.00 | \$1,149.24 | \$323.71 | \$825.53 |
| Keybank FNDTH College Prep/Entrepreneurship | \$63,465.26 | \$0.00 | \$20,854.17 | \$42,611.09 |
| Cleveland Foundation Encore Initiative | \$17,199.21 | \$0.00 | \$17,199.21 | \$0.00 |
| MyCom Neighborhood | \$21,225.66 | \$50,000.00 | \$74,424.89 | (\$3,199.23) |
| Memory Lab Grant | \$8,468.18 | \$0.00 | \$3,135.28 | \$5,332.90 |
| WVH Garden Grant | \$1,041.09 | \$2,000.00 | \$2,552.97 | \$488.12 |
| Adult Education Services (AES) | \$37,083.67 | \$881,080.23 | \$1,020,207.55 | (\$102,043.65) |
| Project Learn | \$194,861.40 | \$160,648.07 | \$288,743.97 | \$66,765.50 |
| Baby Club | \$37,488.41 | \$0.00 | \$37,952.24 | (\$463.83) |
| IPAD Lab | \$1,638.36 | \$0.00 | \$0.00 | \$1,638.36 |
| Food & Culinary Literacy Programs | \$42,600.00 | \$28,000.00 | \$34,997.55 | \$35,602.45 |
| Hotspot Lending Program | \$0.00 | \$22,500.00 | \$36,911.99 | (\$14,411.99) |
| TCF Fellow | \$0.00 | \$25,000.00 | \$932.49 | \$24,067.51 |
| Poetry Out Loud | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 |
| Homework Centers | \$39,884.37 | \$143,074.27 | \$178,855.24 | \$4,103.40 |
| Summer Camps | \$5,000.00 | \$121,909.39 | \$126,909.39 | \$0.00 |
| Kindergarten and Baby Kits | \$13,500.00 | \$20,000.00 | \$30,019.25 | \$3,480.75 |
| Special School Programming | \$0.00 | \$170,922.67 | \$145,330.65 | \$25,592.02 |
| | | | | |
| SUBTOTAL | \$20,061,958.39 | \$67,931,444.17 | \$52,961,692.95 | \$35,031,709.61 |

CUYAHOGA COUNTY PUBLIC LIBRARY
**Investments Approval
Fiscal 2019 --September**

| Description | Institution of Deposit | Par Value/Qty. | Purchase Yield | Purchase Date | Maturity Date | % of Assets |
|--|---|-----------------------|---------------------------|--------------------------|--------------------------|--------------------|
| Money Market Funds | | | | | | |
| Sweep Account | Key Bank | \$5,849,915.38 | 1.01% | n/a | n/a | 16.64% |
| Money Market Fund | Northwest Bank | \$100.00 | 0.00% | n/a | n/a | 0.00% |
| Money Market Fund | US Bank | \$176,881.08 | 1.85% | n/a | n/a | 0.50% |
| Money Market Fund | Fifth Third | \$60,692.06 | 1.70% | n/a | n/a | 0.17% |
| ICS Account | TriState Capital | \$0.00 | 0.52% | n/a | n/a | 0.00% |
| Star Ohio Accounts | | | | | | |
| Star Ohio Accounts | Star Ohio | \$18,539,385.81 | 2.25% | n/a | n/a | 52.73% |
| US Treasury | | | | | | |
| | | | | | | |
| US Government Agency Discount Notes | | | | | | |
| | | | | | | |
| Commercial Paper | | | | | | |
| JP Morgan Securities | JP Morgan Securities LLC | \$370,000.00 | 2.68% | February 27, 2019 | November 22, 2019 | 1.05% |
| Mufg Bank Ltd | Mufg Union Bk | \$300,000.00 | 2.73% | February 27, 2019 | November 22, 2019 | 0.85% |
| Bnp Paribas NY | Bnp Paribas | \$300,000.00 | 2.58% | April 29, 2019 | October 25, 2019 | 0.85% |
| Toyota Motor Credit | Citibank | \$135,000.00 | 2.46% | May 31, 2019 | November 26, 2019 | 0.38% |
| Toronto Dominion Securities | Toronto Dominion Ban | \$125,000.00 | 2.44% | June 10, 2019 | October 18, 2019 | 0.36% |
| Toyota Motor Credit | Citibank | \$240,000.00 | 2.01% | September 16, 2019 | June 12, 2020 | 0.68% |
| Certificate of Deposit | | | | | | |
| Certificate of Deposit | Discover Bank | \$247,000.00 | 2.30% | October 19, 2015 | September 30, 2020 | 0.70% |
| Certificate of Deposit | Capital One National Bank | \$247,000.00 | 2.28% | October 19, 2015 | October 7, 2020 | 0.70% |
| Certificate of Deposit | Capital One National Bank | \$247,000.00 | 2.28% | October 19, 2015 | October 7, 2020 | 0.70% |
| Certificate of Deposit | Goldman Saks Bank | \$247,000.00 | 2.20% | October 21, 2015 | October 21, 2020 | 0.70% |
| Certificate of Deposit | Amex Centurion | \$247,000.00 | 2.27% | October 29, 2015 | October 28, 2020 | 0.70% |
| Certificate of Deposit (CDARS) | TriState Capital | \$2,137,655.18 | 2.45% | June 20, 2019 | June 18, 2020 | 6.08% |
| Certificate of Deposit | Fifth Third Bank | \$245,000.00 | 2.45% | March 27, 2019 | March 27, 2020 | 0.70% |
| Certificate of Deposit | Mutual Savings Bank | \$245,000.00 | 2.45% | March 27, 2019 | March 27, 2020 | 0.70% |
| Certificate of Deposit | State Bank of India | \$245,000.00 | 2.45% | March 27, 2019 | March 25, 2020 | 0.70% |
| Certificate of Deposit | Wells Fargo Bank National Assoc | \$250,000.00 | 2.35% | April 24, 2019 | May 26, 2020 | 0.71% |
| Certificate of Deposit | Multi-Bank Securities Inc | \$249,000.00 | 2.65% | May 22, 2019 | May 15, 2023 | 0.71% |
| Certificate of Deposit | Multi-Bank Securities Inc | \$246,000.00 | 2.55% | May 22, 2019 | May 16, 2022 | 0.70% |
| Certificate of Deposit | Multi-Bank Securities Inc | \$246,000.00 | 2.50% | May 30, 2019 | May 28, 2021 | 0.70% |
| Certificate of Deposit | Multi-Bank Securities Inc/Ally Bk Midvale | \$246,000.00 | 2.50% | June 10, 2019 | June 6, 2022 | 0.70% |
| Agency Securities | | | | | | |
| Federal National Mortgage | Davidson DA & Company | \$1,100,000.00 | 1.50% | September 30, 2016 | September 30, 2020 | 3.13% |
| Federal National Mortgage | Davidson DA & Company | \$550,000.00 | 1.42% | July 27, 2016 | July 27, 2020 | 1.56% |
| Federal National Mortgage | Davidson DA & Company | \$1,040,000.00 | 1.40% | August 30, 2016 | August 28, 2020 | 2.96% |
| Federal National Mortgage | Fcstone Financial Inc. | \$1,030,000.00 | 1.60% | August 30, 2016 | August 24, 2021 | 2.93% |
| TOTAL PORTFOLIO | | | | | | |
| | | \$35,161,629.51 | | | | 100.00% |

CUYAHOGA COUNTY PUBLIC LIBRARY**Purchase Approval List****October 21, 2019**

| Item | Quantity | Description | Supplier | Unit Cost | Total Amount |
|-------------|-----------------|---|----------------------|------------------|---------------------|
| | | ENCUMBRANCE INCREASES | | | |
| 1 | | Baby Club programing, additional hours | | | |
| | | SUMMARY: Necessary to increase original PO from \$16,312 to \$18,312 for additional program support of Baby Club. | | | |
| | | As requested by the Learning and Literacy Division. | Two Gen-You-Win | | \$2,000.00 |
| 2 | | Six additional laptops, added to original lease | | | |
| | | SUMMARY: Necessary to increase original PO for additional laptops needed for staff. | Staples | | |
| | | As requested by the Information Technologies Division. | Technology Solutions | | \$5,482.00 |
| | | NEW PURCHASES | | | |
| 3 | 17 | Elo X series All in one Touchcomputer | | \$1,150.00 | |
| | | SUMMARY: Necessary equipment for new self checks. | Staples | | |
| | | As requested by the Information Technologies Division. | Technology Solutions | | \$19,550.00 |
| | | | | | |
| | | | | | |
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Cuyahoga County Public Library
Gift Report / September 1 - 30, 2019

| Gift Amount | Donor | Recipient | Purpose |
|-------------|--|--------------------------------------|--------------------------------------|
| \$500.00 | Friends of the Berea Branch | Berea Branch Trust Fund | September programming and supplies |
| \$967.01 | Friends of the Brecksville Branch | Brecksville Branch Trust Fund | September programming and supplies |
| \$305.69 | Friends of the Brook Park Branch | Brook Park Branch Trust Fund | September programming and supplies |
| \$250.00 | Friends of the Fairview Park Branch | Fairview Park Branch Trust Fund | September programming and supplies |
| \$752.06 | Friends of the Middleburg Heights Branch | Middleburg Heights Branch Trust Fund | September programming and supplies |
| \$355.57 | Friends of the North Olmsted Branch | North Olmsted Branch Trust Fund | September programming and supplies |
| \$71.11 | Friends of the North Royalton Branch | North Royalton Branch Trust Fund | September programming and supplies |
| \$346.75 | Friends of the Olmsted Falls Branch | Olmsted Falls Branch Trust Fund | September programming and supplies |
| \$282.54 | Friends of the Parma Heights Branch | Parma Heights Branch Trust Fund | September programming and supplies |
| \$3,395.73 | Friends of the Solon Branch | Solon Branch Trust Fund | September programming and supplies |
| \$1,056.95 | Friends of the Strongsville Branch | Strongsville Branch Trust Fund | September programming and supplies |
| \$100.00 | North Coast Needlers Quilt Guild | North Olmsted Branch Trust Fund | Appreciation for use of meeting room |
| \$5,000.00 | Ohio Arts Council | CCPL | Poetry Out Loud Program |
| \$10,000.00 | Frank and Barb Sullivan | CCPL | 1-2-3 READ |

Cuyahoga County Public Library

Resolution To Amend Official Certificate of Estimated Resources and Amend Appropriations

Whereas, the current Certificate of Estimated Resources and Appropriations need to be amended for the year ending December 31, 2019.

Now therefore be it resolved, by the Board of Trustees of Cuyahoga County Public Library amend the Official Certificate of Estimated Resources and Amend the Appropriations as follows:

Official Certificate of Estimated Resources

Special Revenue Fund:

| | |
|---|---------------|
| 247 -- Adult Educational Services (AES) | \$ 24,000.00 |
| 248 -- Project Learn | \$ 225,264.00 |
| 257 -- Hotspot Learning Program | \$ 55,000.00 |
| 280 -- Summer Camps | \$ 1,909.39 |

Appropriations Amendment

Special Revenue Fund:

| | |
|---|---------------|
| 247 -- Adult Educational Services (AES) | \$ 24,000.00 |
| 248 -- Project Learn | \$ 225,264.00 |
| 257 -- Hotspot Learning Program | \$ 55,000.00 |
| 280 -- Summer Camps | \$ 1,909.39 |

Approved 21 October 2019

Patricia A. Shlonsky
President

Dean E. DePiero
Secretary